



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Appraisal Services	
<b>Solicitation No. - N° de l'invitation</b> EP721-191601/B	<b>Date</b> 2018-12-19
<b>Client Reference No. - N° de référence du client</b> PSPC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-11517	
<b>File No. - N° de dossier</b> EDM-8-41136 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau, Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 566-2195 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ATB PLACE NORTH, 5TH FLOOR 10025 JASPER AVE EDMONTON Alberta T5J1S6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

This bid solicitation cancels and supersedes previous bid solicitation number EP721-191601/A dated 2018-11-29 with a closing of 2018-12-17 at 02:00 PM MST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 STATEMENT OF WORK.....	3
1.2 DEBRIEFINGS .....	3
1.3 CANADIAN CONTENT .....	3
1.4 EPOST CONNECT SERVICE .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT ( <i>TO BE FILLED IN BY BIDDER</i> ) .....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION- LOWEST PRICE PER POINT .....	11
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>12</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	12
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	12
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>
6.1 SECURITY REQUIREMENTS .....	14
6.2 STATEMENT OF WORK.....	14
6.3 STANDARD CLAUSES AND CONDITIONS.....	14
6.4 TERM OF CONTRACT .....	14
6.5 AUTHORITIES .....	14
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
6.7 PAYMENT .....	15
6.8 INVOICING INSTRUCTIONS .....	16
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
6.10 APPLICABLE LAWS.....	16
6.11 PRIORITY OF DOCUMENTS .....	16
6.12 SACC <i>MANUAL</i> CLAUSES .....	17
<b>ANNEX "A" .....</b>	<b>18</b>
STATEMENT OF WORK .....	18
<b>ANNEX "B" .....</b>	<b>20</b>
BASIS OF PAYMENT .....	20

Solicitation No. - N° de l'invitation  
EP721-191601/B  
Client Ref. No. - N° de réf. du client  
PSPC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41136

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX “C” TO PART 3 OF THE BID SOLICITATION .....</b>	<b>21</b>
<b>ELECTRONIC PAYMENT INSTRUMENTS.....</b>	<b>21</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Canadian Content**

The requirement is limited to Canadian goods and/or services.

### **1.4 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.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

BRU: Western Region Bid Receiving Unit (Edmonton)  
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue  
Edmonton, AB T5J 1S6

E-post Connect: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)  
Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Fax: 780-497-3510

### 2.3 Former Public Servant (*To be filled in by bidder*)

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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- name of former public servant;
- date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- 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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 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

Solicitation No. - N° de l'invitation  
EP721-191601/B  
Client Ref. No. - N° de réf. du client  
PSPC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41136

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- 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.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- 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.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.



## **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration. Please provide a resume to demonstrate adherence to the following mandatory requirements at solicitation closing.

- a) Education: Must have an appraisal designation as an Accredited Appraiser of the Canadian Institute (AACI) or equivalent real estate appraisal designation such as Order of Chartered Appraisers of Quebec (ÉA designation) Royal Institute of Chartered Surveyors (MRICS) or Appraisal Institute (MAI).
- b) Bidders may be disqualified if there is either a potential or deemed conflict of interest, however, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision.

##### 4.1.1.2 Point Rated Technical Criteria

Each Technical Bid which meets all the Mandatory Requirements specified above, will be evaluated and scored in accordance with the following evaluation criteria:

(Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=nothing)			
A. STUDY STRATEGY	WEIGHT	RATING	SCORE
1. Demonstrated understanding of scope and importance of study and the Statement of work as set out in RFP.	2		
2. Breakdown of project into logical tasks; planning and detail of tasks; detailed schedule and timetable; realistic estimation of the time required to complete the work. Details as to the proposed scope of work including proposed sources of information including any other professional consultants that may be engaged in the project.	4		
Maximum points available			24
Minimum points acceptable			16.8
Points Awarded			

<b>B. TRAINING &amp; EXPERIENCE</b>	<b>WEIGHT</b>	<b>RATING</b>	<b>SCORE</b>
1. Provide a brief description of the primary appraiser's experience in laboratory projects of this nature for a minimum of two (2) to a maximum of three (3) projects, no longer than a page each. Projects will be evaluated based on the following criteria: quality of the report, use of extraordinary assumptions, timeliness, met or exceeded client's expectations. The description must include references and contact information for the client, who may be asked to validate the project results.	5		
2. Provide a brief description of experience valuing laboratory properties and demonstrate knowledge/experience of this type of property in real estate markets of this nature.: - Experience within the last five (5.0) years - 1 points - Experience within the last four (4.0) years - 2 points - Experience within the last three (3.0) years - 3 points - Experience within the last two (2.0) years - 4 points	6		
Maximum points available			<b>44</b>
Minimum points acceptable			<b>33</b>
Points Awarded			
<b>C. PROJECT ORGANIZATION</b>	<b>WEIGHT</b>	<b>RATING</b>	<b>SCORE</b>
1. Timing - schedule and delivery date of draft reports and final reports from date of contract award: 2 months for delivery of final reports = 4 3 months for delivery of final reports = 3 4 months for delivery of final report = 2 4 + months for delivery of final report = 1 Prorated between months	4		
Maximum points available			<b>16</b>
Minimum points acceptable			<b>11.2</b>
Points Awarded			
<b>TOTAL POINTS AWARDED</b>			

#### **EVALUATION:**

Each proposal must meet all of the mandatory requirements set out in the evaluation criteria. Proposals that fail to meet these requirements will be discarded without further consideration.

Each evaluation criterion has a number allotment ("weight") that reflects its importance in proposal submissions. The degree to that the proposal satisfies the requirement of each criterion will be assessed and a "rating" will be assigned ranging from 0 to 4, with 0 meaning the proposal completely fails to satisfy the requirement, and the total allotment meaning the proposal fully meets the outlined criterion. A score will be assessed by multiplying the weight by the rating.

Each proposal must achieve a minimum score of **70%** of the maximum points available in EACH category subject to point rating. Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

#### 4.1.2 Financial Evaluation

The Total Bid Price will be calculated in the following method:

The unit price quoted for each item will be multiplied by the estimated quantity to arrive at a total price per item. The total prices per item will be aggregated to determine the Total Assessed Bid Price.

#### 4.2 Basis of Selection- Lowest Price Per Point

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

#### Sample Evaluation:

	Bid #1	Bid #2	Bid #3
<b>Mandatory &amp; Minimum Performance Specification</b>	Fail	Meets All	Meets All
<b>Point Rated Criteria</b>	-	70 / 100	85 / 100
<b>Total Evaluated Bid Price</b>	-	\$30,000	\$35,000
<b>Price per Point</b>	-	$\$30,000 / 70 = \$428.57$	$\$35,000 / 85 = \$411.76$
<b>Bid 3 would be considered the recommended bidder for award</b>			

## **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. Unless specified otherwise, 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.

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 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 provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification** (*To be filled in by bidder*)

This procurement is limited to Canadian services.

The Bidder certifies that:

(    )    the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

**5.2.3.1.1**            *SACC Manual* clause [A3050T](#) (2014-11-27), Canadian Content Definition

#### **5.2.3.2 Status and Availability of Resources**

**5.2.3.2.1**            *SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

#### **5.2.3.3 Education and Experience**

**5.2.3.3.1**            *SACC Manual* clause [A3010T](#) (2010-08-16), Education and Experience

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.3 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ (*fill in start date of the work*) to **2019-03-31**.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 10025 Jasper Ave., 5th Floor, Edmonton, AB T5J1S6

Telephone: 780-566-2195  
Facsimile: 780-497-3510  
E-mail address: [christopher.lau@pwgsc.gc.ca](mailto:christopher.lau@pwgsc.gc.ca)

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

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### 6.5.2 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### 6.5.3 Contractor's Representative (*To be filled in by bidder*)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 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

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex "A" for a cost of \$\_\_\_\_\_ (*insert the 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.

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16), Limitation of Price

### 6.7.3 SACC Manual Clauses



SACC Manual clause [H1000C](#) (2008-05-12), Single Payment  
SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

#### 6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### 6.8 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) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 6.9 Certifications and Additional Information

##### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### 6.9.2 SACC Manual Clauses

[A3060C](#) (2008-05-12), Canadian Content Certification

#### 6.10 Applicable Laws

The 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 as specified by the Bidder in its bid, if applicable*).

#### 6.11 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.

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity);
- (c) Annex "A", Statement of Work;

Solicitation No. - N° de l'invitation  
EP721-191601/B  
Client Ref. No. - N° de réf. du client  
PSPC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41136

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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- (d) Annex "B", Basis of Payment;  
(e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_" **or** ", as amended on \_\_\_\_\_" *and insert date(s) of clarification(s) or amendment(s)*)

#### **6.12 SACC Manual Clauses**

[A7017C](#) (2008-05-12), Replacement of Specific Individuals  
[A9068C](#) (2010-01-11), Government Site Regulations  
[B9028C](#) (2007-05-25), Access to Facilities and Equipment  
[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

## ANNEX "A"

### STATEMENT OF WORK

#### National Research Council Laboratory Appraisal of 435/445 Ellice Avenue Winnipeg Manitoba

Public Works and Government Services Canada (PWGSC) requires a Full Narrative Appraisal Report for the property located at 435/445 Ellice Avenue in Winnipeg, Manitoba. The property consists of two office/laboratory buildings and one common parkade under one title. **An appraisal to estimate the market value of the property for disposal purposes is required based on the highest and best use.** The report is to estimate a Market Value for the land and improvements as of the inspection date.

The appraisal report is to be completed in accordance with the "PWGSC Valuation Guidelines 1B1" (Link is provided below). The report must also comply with the Canadian Uniform Standards of the Appraisal Institute of Canada.

The Appraisal Guideline 1B1 can be found at the link below:

<http://www.tpsgc-pwgsc.gc.ca/biens-property/vlt/1b1-eng.html>

#### Property Information

The property consists of two (2) four story buildings on 2.02 Hectares of land.

<u>435 Ellice Avenue</u>		<i>Meters Squared</i>		
	Room	Storage	Service Area	Total m2
Main Floor	3,806	456	1,543	5,805
Second Floor	2,670	1,059	710	4,440
Third Floor	2,569	0	531	3,100
Fourth Floor	2,392	0	437	2,829
Above Ground Building Size				16,173 m2
Basement Area				
Basement	1,209	164	404	1,777
Total Building Size				17,950 m2

  

<u>445 Ellice Avenue</u>		<i>Meters Squared</i>		
	Room	Storage	Service Area	Total m2
Main Floor	431	16	231	678
Second Floor	701	0	133	834
Third Floor	701	0	132	834
Fourth Floor	701	0	133	834
Above Ground Building Size				3,180 m2
Basement Area				
Basement	43	313	0	356
Total Building Size				3,536 m2
Total Building Size 435 & 445 Ellice Ave				19,353 m2

A common underground parking area provides 116 indoor parking stalls below both buildings with above ground parking providing 58 surface stalls.

Solicitation No. - N° de l'invitation  
EP721-191601/B  
Client Ref. No. - N° de réf. du client  
PSPC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41136

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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Each building has independent water, sewer and natural gas services. The electrical service feed from 435 Ellice Avenue to both buildings.

Copies of floor plans and history of operating costs will be provided upon award of contract. The building is to be sold as vacant.

**The title for the property is as follows:**

CT 1841417

Firstly: Parcel A Pl. 26234 WLTO in R.L. 1 Parish of St. John and in River Lot 78 Parish of St. James

Secondly: Parcel B Pl. 26234 WLTO in R.L. 1 Parish of St. John and in R.L. 78 Parish of St. James

**Deliverables:**

Only electronic report on Adobe Acrobat "pdf" format are required. The electronic .pdf copy must be in the form of a single consolidated electronic file that includes all addenda items. If the electronic file is too large to email, then arrangements to use a web-based drop box can be made. The draft report should be submitted electronically to the technical authority identified in the contract for services, upon award of the contract. The draft report will be reviewed for compliance with the deliverables required under the Valuation Guidelines and these Terms of Reference.

Please note that the purpose of the appraisal review is to ensure that the report is in compliance with the statement of work, and that the independent estimate of value has been adequately supported.

Solicitation No. - N° de l'invitation  
EP721-191601/B  
Client Ref. No. - N° de réf. du client  
PSPC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41136

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "B"

### BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

Item	Description	Qty.	Firm Unit Price	Extended Price
1	Appraisal Services: Firm Lot Price inclusive of all costs required to do the work but not limited to , equipment, fuel, materials, travel, accommodation, etc and a full report as defined in the Statement of work, Annex "A",	1 Lot	\$_____/ Lot	\$_____
Total Assessed Bid Price:				\$_____

Solicitation No. - N° de l'invitation  
EP721-191601/B  
Client Ref. No. - N° de réf. du client  
PSPC

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41136

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)