



# REQUEST FOR PROPOSAL

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

**Bid Submission Deadline:  
March 14th, 2019 at 14:00 PM (EST)**

Submit Bids to:

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

Attention to: Claudine Morin

**Or E-Post Connect**

Reference: CSA File No. **9F030 – 20180592**

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



**February 26, 2019**



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation and resulting contract document is divided into seven parts plus appendices as follows:

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security requirement; and

Part 7 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 building maintenance staff in mechanical work at the David Florida Laboratory (DFL) in Ottawa.

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

### **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. Office of the Procurement Ombudsman clause

### Clause for solicitation documents and regret letters for unsuccessful bidders

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information about OPO, including the available services, please visit the [OPO website](#).

## 7. Trade agreements

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

## 8. 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>

[\(see instruction at Appendix E\)](#)

## 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) Standard Instructions – Goods or services – Competitive requirements are incorporated by reference into and form part of the bid solicitation.

### 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.



**Bids must be submitted ONLY TO:**

- ❖ By the epost Connect service:

<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

**Epost connect service information: Section 08 (2018-05-22) - Transmission by epost Connect of document 2003 (2018-05-22) – Standard Instructions - Goods or Services - Competitive Requirements**

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>

Or

- ❖ the CSA's Tenders Reception Office

Canadian Space Agency  
Bid receiving office  
Shipping/receiving (8h00 et 16h30)  
6767, route de l'Aéroport  
Saint-Hubert (Québec) J3Y 8Y9  
Canada  
À l'attention de : Claudine Morin

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

**DO NOT COPY THE CONTRACTING AUTHORITY**

**Proposals send by fax is not acceptable.**

**3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority ([claudine.morin@canada.ca](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.

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

#### **1. General**

Bidders must send **the original** of the proposal, 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.

#### **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**.

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

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

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

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

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

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

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

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

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

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

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

8) Board of directors: \_\_\_\_\_

Name and title

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



## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 2. Financial Evaluation

Clause of the manual of SACC A0220T (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. obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40 % for the technical merit and 60 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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





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

#### 4. Mandatory Criteria (see Appendix D)

#### 5. Mandatory Personnel experience (see Appendix D)

#### 6. Rated Criteria (see Appendix D)

### 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. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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.

**B. 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  

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

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

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**C. 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/tdm-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.

#### **D. ATTESTATION – FORMER PUBLIC SERVANT**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

##### **1.1 Definitions**

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

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

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.

**E. 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. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION;
- B. LEGAL ENTITY AND CORPORATE NAME;
- C. CODE OF CONDUCT FOR PROCUREMENT;
- D. ATTESTATION – FORMER PUBLIC SERVANT.

**SIGNATURE**

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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## PART 6 – SECURITY REQUIREMENTS

### Security Requirements

The work to be performed under this RFP does not require a reliability status. Site access will be provided as required and contractor(s) will be escorted at all times by a CSA/DFL cleared personnel.

## PART 7 - RESULTING CONTRACT CLAUSES

### 1. Statement of work

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

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

### 2. 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>.

### 3. General Conditions

2010C (2018-06-21) General Conditions - services (medium complexity) applied to the contract and they are integral part of it.

### 4. Contract Period

The period of the contract to be issued in response to this RFP will be for one year (from April 1<sup>st</sup>, 2019 till March 31<sup>st</sup>, 2020).

### 5. Option to extend the contract

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

### 6. Contracting Authority

The Contracting Authority for this RFP and any resulting contract is:

Marie-Ève Soucy  
Canadian Space Agency  
6767 route de l'Aéroport  
Saint-Hubert (Quebec) J3Y 8Y9  
Canada  
Telephone: (450) 926-6601  
E-Mail: [marie-eve.soucy2@canada.ca](mailto:marie-eve.soucy2@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.

## **7. Project Authority**

To be insert at contract award

## **8. Contractor's Representative**

To be insert at contract award

## **9. Basis of payment – Limitation of expenditure**

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

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

whichever comes first.

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.

## **10. 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.

## **11. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determine, by the laws in force in the Province of Ontario and the relations between parties will be determine by these laws.



## 12. Replacement of specific individuals

If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

- (b) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## 13. Priority of documents

The documents listed below form part of and are incorporated into this Contract. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which first appears on the list shall prevail over the wording of any document which subsequently appears on the list:

- a) the Contract document including appendices;
- b) General Conditions as per point # 3;
- c) Appendix C, Statement of work;
- d) the supplier proposal dated \_\_\_\_\_ (insert the date of the proposal) *(if the proposal has been clarified or revised, insert when you issue the contract : « clarified on \_\_\_\_\_ » or « , modified on \_\_\_\_\_ » and insert dates of clarifications or amendments).*

## 14. Performance evaluation report

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

Contractor Performance Evaluation Report Form is used to record the performance (you will find it at Appendix D).

## 15. Office of the Procurement Ombudsman clauses

### Contract Clauses - Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work*



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*and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.*

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

**Contract clause – 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 complainant respecting the administration of the 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.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).





## **APPENDIX A**

### **STATEMENT OF WORK**



## PROJECT OVERVIEW

The CSA/DFL intends to conduct a variety of renovations, repairs, retrofits and maintenance work in the years to come. A significant portion of this work shall be undertaken pursuant to requests made as part of the operations of the CSA/DFL's various programs. Blueprints, equipment shop drawings and/or work orders shall be supplied to the contractor as and when work is required. A calendar shall be drawn up and shall be subject to approval by the contractor as concerns each work item to be performed.

The CSA/DFL is a building with a total floor space of approximately 13,000 m<sup>2</sup> spread over four levels of office area with the majority clean room laboratory space. Built in 1971, the building is home to slightly more than 100 researchers, managers and clients employed by the Canadian space program. The current scope of work involves mechanical repairs, retrofits and maintenance of existing systems, devices and equipment sets without interrupting the CSA/DFL's research, development and testing operations.

## TYPICAL REQUESTED SERVICES

Supply equipment, personnel protective equipment (PPE), materials, tools and labour to perform installation, repairs and/or maintenance work in accordance with blueprints, drawings, details outlines, work orders and specifications provided by the CSA/DFL.

In the absence of detailed specifications, execute work according to standard CSA/DFL quality standards and written work description provided by the CSA/DFL Project Authority

## IMPLEMENTATION

### Contractor's responsibility

#### Labour (the resources)

Assign qualified personnel to provide labour, parts, materials, tools and equipment for the provision of mechanical services on an **"as and when requested"** basis at David Florida Laboratory.

#### Equipment, tools and safety equipment

Supply equipment and tools to complete the work as per Project Authority instructions and/or Scope of Work; these have to be up to date, in good standing and CSA approved. CSA/DFL will not provide, rent or lend any tools and equipment to complete the work or any portion of the work assigned to the contractor.

#### Materials

Unless otherwise specified, supply, deliver and install all materials required for project execution. All materials to be new with manufacturer's seal intact and label; all materials and equipments used shall be UL, ULC or CSA approved for designated application.

The Contractor shall be responsible for having its materials delivered to the CSA/DFL loading dock, then transporting said materials from the loading dock to the work site within 12 hours of delivery.

CSA/DFL reserves the right to supply materials and parts; Contractor shall be responsible for transporting said materials from the warehouse to the work site

#### Removal of debris

Contractor shall remove from the work site at the end of each work shift or as instructed by the Project Authority all rubbish or debris generated from the work activity. Contractor will be



responsible to clean the work area and any other space that has been affected by his activity. All debris shall be disposed into appropriate bins (i.e. metal, paper, garbage) provided by the CSA/DFL.

### **Health and safety**

Appropriate behaviour must be displayed by Contractors and any Sub-Contractor at all times in order to protect their own health and safety and of those working with and around them.

Working while impaired is strictly prohibited in all areas of the building, regardless of the substance, legal or otherwise. Smoking or vaping, including cannabis, is banned in all federal workplaces. Any worker in breach of this will be escorted off the campus immediately.

If cannabis is used by any personnel under this contract for any medical-prescribed reason, it must not impact the ability to perform the work safely, just like any other medication.

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

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

All labour shall implement Lock Out/Tag Out that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include electrical and other forms of hazardous energy as necessary. All labour must have received prior training and will be briefed on in-house Lock Out/Tag Out (LOTO) procedure by their assigned Project Authority. Procedures must be strictly followed

All LOTO activities MUST be coordinated with the CSA/DFL Project Authority Training

### **Training**

Assign trained, qualified labour. Ensure that all resources assigned to projects have the training, certificates or licenses of qualification require by law prior to performing any work.

### **Permits, Licenses and Certificates**

All permits, licences and certificates of approval required for the Work to be completed under federal, provincial or municipal legislation shall be obtained by contractor prior or after project completion whatever the case might be; the contractor shall be responsible for any charges imposed by such regulation or legislation. Upon request, Project Authority might ask for a copy of such permit, licence or certificate.

### **Building Security**

All staff employed by the Contractor, regardless of hours of work, MUST sign IN and OUT and, enter the times of arrival and departure in registers or on sheets provided in a specific designated area. In the event of a dispute and the absence of other evidence, the Register will be regarded as evidence of hours of work. Failure to "sign in or out" will render the entry invalid.

Visitor badge must be prominently displayed at all times.



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

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

### **Service availability**

Ensure that labour is capable and available to perform the work according to the schedule agreed upon by the Contractor and the CSA/DFL within 24 hours from receipt of request, including 24-hour emergency service with a response time not to exceed two (2) hours from when the call is placed to the arrival of a service technician.

### **Invoicing and estimates**

Begin work only after receiving a work order or instruction issued by the CSA/DFL project authority. This work order or instruction, which shall be issued only after the CSA/DFL Project Authority and the Contractor have agreed on the cost of work, confirms that the CSA/DFL has approved the order. The Contractor must advise CSA/DFL Project Authority if the cost of the work will exceed the amount of the work order issued before continuing any work which exceeds the approved order. A revised work order will be issued confirming approval to proceed.

If such approval is not received in writing by the CSA/DFL Project Authority confirming the revised work order amount, CSA/DFL will not be responsible to pay any amount exceeding the initial cost of work.

Invoice the CSA/DFL after each work order is completed unless specified otherwise by the CSA/DFL Project Authority. All invoices must clearly indicate the work order number and be accompanied by a breakdown of work performed including hours, back-up invoices from suppliers and sub-trades showing actual amounts paid and mark ups, a Workplace Safety & Insurance Board (WSIB) certificate and statutory declaration for the second and all subsequent invoices.

The CSA/DFL project authority can request a Contractor to provide a free estimate for different work on the facility premises as repairs, new installations and retrofits. Quoted work might not necessarily be approved to proceed. If work is agreed upon, the invoice must be billed according to the above instructions with the necessary breakdown. The quote will be used as the value of the work order with the same applicable conditions stated above.

### **Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

### **MECHANICAL SERVICES**

The purpose of this contract is to provide staff to perform the tasks described in these specifications for mechanical maintenance, repairs and to carry out small jobs. Every job shall be carried out subsequent to a request made on a prescribed work order form.

The bidding contractor must be capable of securing all the required services in the RFP. In the case of proprietary systems or services the bidding will be required to secure these services so as to supply the necessary parts and expertise to the client as needed.

The following is intended to demonstrate typical services and material used by the CSA/DFL, but shall not be construed as a complete list. The contractor shall provide labour, tools and equipment to perform these and other tasks.



**Sprinkler heads:** The work for relocating sprinkler heads shall include the cost of relocating the sprinkler head in a suspended or other type of ceilings, replacement and perforation of the acoustic tile, replacement or relocation of the feeder line (diameter ranging from 25 to 50 mm), and connection of the line to the existing sprinkler system. The work shall include flushing of the system, as well as head relocation work and re-supply of the fire protection system. The work shall account for the possibility that several sprinkler heads in one sector may be relocated, removed or added at once. Hot taps might be required by DFL; contractor should be capable to carry out any work related to fire the protection system.

**Insulation:** Apply, remove, and repair insulation on various equipment, pipes, ductwork, or other mechanical systems such as heat exchangers, tanks, and vessels, to help control noise and maintain temperatures. The work shall include the preparation of surfaces for insulation application by brushing or spreading on adhesives, cement, or asphalt, or by attaching metal pins to surfaces for proper adherence. Appropriate insulation type is to be based on factors such as location, surface shape, and equipment use.

**Sheet metal worker:** Assemble, install and repair sheet metal products either on site or off site.

**Ventilation ducts:** The work for removal of ventilation ducts shall include removal of the duct, elbow joints, T-reducers, etc., from the ceiling void, removal of fasteners and hangers, and fitting of ducts and hangers. These components shall either be transferred to the Agency's warehouse or re-used immediately. The work for construction shall include supply of ventilation ducts, elbow joints, T-adapters and reducers, as well as the materials, equipment, tools and labour required to install the ventilation ductwork.

**Boilers:** Hot water provided to AHU's and hydronic coils is supplied by two (2) Cleaver Brooks boilers; these are watertube type units and have been installed in 1999. Domestic hot water thru the Facility is provided by a Rheem Ruud gas unit. Contractor shall repair, maintain and retrofit upon request or at predetermined dates the heating generating systems.

**Air diffuser:** The work for removal of an air diffuser shall include removal of the diffuser. In the case of recovery of materials for future use, the diffuser shall either be transferred to the Agency's warehouse or re-used immediately. The work for installation of a diffuser shall include transfer of the diffuser from the Agency's warehouse to the installation site, installation of the diffuser, connection to the ventilation ductwork, and balancing of the diffuser according to the volumes illustrated on the engineering drawings.

**Pneumatic thermostat:** The work for removal of a pneumatic thermostat shall include removal of the unit and the feeder line, as well as blocking of the line at the location illustrated on the engineering drawings, transportation to storage or disposal. The work for installation of a pneumatic thermostat shall include installation of the unit, connection to the pneumatic system and to the mixing unit according to the indications on the engineering drawings, and calibration of the thermostat.

**Rooftop and Air Handling Units:** Facility ventilation is provided by eight (8) AHU's and ten (10) RTU's. of different brands ( Trane, Haakon, Carrier, Canadian Blower, Penn) and different models. The work for full or partial removal of a rooftop or air handling unit shall include removal all related parts, bypass damper motors, filter, belts, bearing and burners, transportation to storage or disposal. The work for the installation of a new unit shall include delivery and transportation of the unit, installation of all required parts, verification, commissioning and link to control system software. The work for repair of units shall include all related parts, from actuator to bypass damper motor to HEPA filter, belts, bearings and burner.

**Humidifier (gas and electric):** The work for removal of a humidifier shall include removal of unit, plumbing and all related parts including transportation to storage or disposal. The work for installation of new unit shall include delivery and transportation of unit installation of all required parts, including plumbing, troubleshooting, verification, commissioning and link to control system software. The work for repair of units shall include all related parts, fill valves, igniters, electric elements, transformers, plumbing system, and troubleshooting. Typical systems include, but not limited to, Dristeem, Pure Humidifier, Vapour-Logic and Johnson Controls pad.



**Fans:** CSA/DFL have 25 exhaust fans, several washroom fans and other miscellaneous fans installed thru the Facility. The work for removal of a fan shall include all related parts, dampers, actuators, belts, electric motor and transformer, transportation to storage or disposal. The work for the installation of a fan shall include delivery, transportation and installation of all related parts, dampers, actuators, belts, electric motor and transformer. The work for repair of fan shall include all related parts, dampers, actuators, belts, electric motor and transformer.

**Controls:** CSA/DFL is equipped with two (2) independent control systems. One is a Trane system, while the other is a Johnson Controls system. The work for the installation of controls shall include installation, programming, commissioning and update software. Typical systems include, but not limited to, Carrier VVT, Carrier comfort bypass controllers, Dristeem Vapour-Logic humidification system, Trane & Johnson Control systems and related components.

**Compressed air:** CSA/DFL has a compressed air plant; system consists of three (3) compressors manufactured by CompAir, an air dryer and a compressed air storage tank. It provides compressed air for laboratory equipment and user terminals.

**Plumbing and drainage:** The work shall include but is not limited to investigating complex piping and plumbing problems related to process equipment and building systems, supervising, administrating, renovating, installation and removal of existing and new piping, plumbing and drainage fixtures related to testing equipment and process systems. Ensure that all related codes, by laws and standards are met without exceptions.

**Miscellaneous Mechanical Systems:** The following items are examples of miscellaneous equipments thru DFL Facility and it does not constitute a complete inventory list of mechanical devices on the premises:

- Hot Water Tanks (Electric and Gas Fired)
  - Split AC units
  - Vortex Air Separators
  - Computer Room AC Units
  - Sump Pumps
  - Internal combustion engines ( gen set and miscellaneous motors)
- 

#### **Hourly rate for work in regular working hours**

The hourly rate for work in regular working hours is designed to cover the costs incurred by the Contractor in executing a construction and/or maintenance project in an area where the CSA/DFL employees may be continuing their activities. This hourly rate aims to compensate for cleaning costs, security and precautions the Contractor must take to complete its assignment. This rate applies to all construction and/or maintenance costs for projects or parts of projects executed during regular working hours Monday-Friday (from 7:30 a.m. to 4:00 p.m.).

#### **Hourly rate for work performed outside regular working hours**

The hourly rate for work performed outside regular working hours is designed to cover costs incurred by the Contractor when executing a construction and/or maintenance project on evenings, weekends or statutory holidays. This rate applies to all construction and/or maintenance costs, additional cleaning costs and security for projects or parts of projects executed outside regular working hours (from 4:00 p.m. to 7:30 a.m.), as well as weekends and statutory holidays.



**Hourly rate for work performed on an emergency basis**

The hourly rate for work performed on an emergency basis is designed to cover the costs incurred by the Contractor in executing emergency service. This hourly rate aims to compensate for timely response not to exceed 4 hours, labour, cleaning costs and security to complete the emergency service.



## **APPENDIX B**

### **UNIT PRICE TABLE**





\*\*\* Rates indicated below are firm before tax

Hourly rate for regular staff, on-call staff and additional staff as described in Appendix A

Work schedule – Monday to Friday, 7:30 a.m. to 4:00 p.m.

	Year 1 April 1 <sup>st</sup> , 2019 to March 31 <sup>st</sup> , 2020	Option Year 1 April 1 <sup>st</sup> , 2020 to March 31 <sup>st</sup> , 2021	Option Year 2 April 1 <sup>st</sup> , 2021 to March 31 <sup>st</sup> , 2022	Option Year 3 April 1 <sup>st</sup> , 2022 to March 31 <sup>st</sup> , 2023	Option Year 4 April 1 <sup>st</sup> , 2023 to March 31 <sup>st</sup> , 2024
Gas Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
HVAC Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
HVAC Apprentice	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Controls Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Plumbing Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Sheet Metal/Duct Work Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Industrial General Mechanic	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
Insulation Worker	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

Overtime – Monday to Friday, 4:00 p.m. to 7:30 a.m.

	Year 1 April 1 <sup>st</sup> , 2019 to March 31 <sup>st</sup> , 2020	Option Year 1 April 1 <sup>st</sup> , 2020 to March 31 <sup>st</sup> , 2021	Option Year 2 April 1 <sup>st</sup> , 2021 to March 31 <sup>st</sup> , 2022	Option Year 3 April 1 <sup>st</sup> , 2022 to March 31 <sup>st</sup> , 2023	Option Year 4 April 1 <sup>st</sup> , 2023 to March 31 <sup>st</sup> , 2024
Gas Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
HVAC Technician	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
HVAC Apprentice	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour



<b>Controls Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Plumbing Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Sheet Metal/Duct Work Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Industrial General Mechanic</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Insulation Worker</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour

**Overtime – Saturday, Sunday and holidays**

	<b>Year 1 April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020</b>	<b>Option Year 1 April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021</b>	<b>Option Year 2 April 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 2022</b>	<b>Option Year 3 April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023</b>	<b>Option Year 4 April 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2024</b>
<b>Gas Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>HVAC Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>HVAC Apprentice</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Controls Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Plumbing Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Sheet Metal/Duct Work Technician</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Industrial General Mechanic</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour
<b>Insulation Worker</b>	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour	_____ \$/hour



	<b>Year 1</b> <b>April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020</b>	<b>Option Year 1</b> <b>April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021</b>	<b>Option Year 2</b> <b>April 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 2022</b>	<b>Option Year 3</b> <b>April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023</b>	<b>Option Year 4</b> <b>April 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2024</b>
<b>Minimum hours billed per service call if applicable</b>	_____ hour(s)	_____ hour(s)	_____ hour(s)	_____ hour(s)	_____ hour(s)

**Materials, equipment and supplies**

	<b>Year 1</b> <b>April 1<sup>st</sup>, 2019 to March 31<sup>st</sup>, 2020</b>	<b>Option Year 1</b> <b>April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021</b>	<b>Option Year 2</b> <b>April 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 2022</b>	<b>Option Year 3</b> <b>April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023</b>	<b>Option Year 4</b> <b>April 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2024</b>
<b>Percentage of mark-up on materials ( if applicable)</b>	_____%	_____%	_____%	_____%	_____%

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

- 200 hours per year (gas technician during regular hours of work)
- 400 hours per year (HVAC Technician during regular hours of work)
- 100 hours per year (HVAC Apprentice during regular hours of work)
- 500 hours per year (Controls Technician during regular hours of work)
- 200 hours per year (Plumbing Technician during regular hours of work)
- 70 hours per year (Sheet Metal Technician during regular hours of work)
- 100 hours per year (Sprinkler Technician during regular hours of work)
- 100 hours per year (Industrial General Mechanic during regular hours of work)
- 50 hours per year (Insulation Worker during regular hours of work)
  
- 20 hours per year (gas technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 50 hours per year (HVAC Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 10 hours per year (HVAC Apprentice during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 50 hours per year (Controls Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 20 hours per year (Plumbing Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 10 hours per year (Sheet Metal Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 20 hours per year (Sprinkler Technician during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 20 hours per year (Industrial General Mechanic during overtime hours of work – Monday to Friday 4:00pm to 7:30am)
- 10 hours per year (Insulation Worker during overtime hours of work – Monday to Friday 4:00pm to 7:30am)



- 20 hours per year (gas technician during overtime hours of work – Saturday, Sunday and Holidays)
- 50 hours per year (HVAC Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 10 hours per year (HVAC Apprentice during overtime hours of work – Saturday, Sunday and Holidays)
- 50 hours per year (Controls Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 40 hours per year (Plumbing Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 20 hours per year (Sheet Metal Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 20 hours per year (Sprinkler Technician during overtime hours of work – Saturday, Sunday and Holidays)
- 10 hours per year (Industrial General Mechanic during overtime hours of work– Saturday, Sunday and Holidays)
- 10 hours per year (Insulation Worker during overtime hours of work – Saturday, Sunday and Holidays)
  
- 2 hours per year (gas technician during regular hours of work) X 2 service call X minimum hours billed per service call
  
- Material, equipment and supplies: estimated 10,000.00\$ per year

**The estimated value of the contract will be 100,000.00\$ before tax per year.**



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## **APPENDIX C**

### **PERFORMANCE EVALUATION REPORT**



## 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:

<b>*Supplier</b>			
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:	



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

**Overall Rating**

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



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**APPENDIX D**

**MANDATORY AND RATED CRITED**





The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis.

**NOTES:** Proposals which fail to meet M1 of the mandatory criteria will be deemed non-responsive.

**Proposals MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance. Each category should be addressed separately.**

		Pass	Fail
<b>MANDATORY CRITERIA</b>			
M1	Company must present all appropriate licenses and/or certifications (if applicable) to perform work in Province of Ontario as identified under the Mandatory Personal Experience section below.		
M2	Company must prove that it has been in business for at least the last five (5) years from the closing date of this RFP.  *To demonstrate compliance with this criterion, the Bidder must include within their proposal the documented proof of its status (a certificate of incorporation, business registration or tax returns confirming the number of months it has been in business).		
<b>MANDATORY PERSONAL EXPERIENCE</b>			
M3	<b>- Gas Technician</b> Minimum 5 years recent work experience as a gas fitter ( <b>certified as Gas Technician 1 and hold a valid G1 gas license</b> ) in commercial and/or industrial.  * Recent is defined as within the last eight (8) years from this RFP closing date.  *To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).		
M4	<b>- HVAC Technician</b> Minimum 5 years recent work experience in commercial and/or industrial ( <b>must hold a Certificate of Qualification as a Refrigeration and Air Conditioning Mechanic</b> ).  * Recent is defined as within the last eight (8) years from this RFP		



	<p>closing date.</p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
M5	<p><b>- HVAC Apprentice</b> Minimum 2 years training and/or work experience and be a <b>Registered Apprentice as a Refrigeration and Air Conditioning Mechanic</b></p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
M6	<p><b>- Controls Technician</b> Minimum 5 years recent experience in DDC (direct digital controls) and EMCS (Energy Management Control Solutions) systems.</p> <p>* Recent is defined as within the last eight (8) years from this RFP closing date.</p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
M7	<p><b>- Plumbing / Piping Technician</b> Minimum 5 years recent work experience as a licensed plumber in commercial and/or industrial setting and hold a <b>Certificate of Registration as a licensed plumber.</b></p> <p>* Recent is defined as within the last eight (8) years from this RFP closing date.</p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
M8	<p><b>- Industrial General Mechanic</b> Minimum 5 years of related recent work experience in commercial and/or industrial setting.</p> <p>* Recent is defined as within the last eight (8) years from this RFP closing date.</p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
M9	<p><b>- Sheet Metal Technician</b> Minimum 5 years recent work experience in commercial and/or industrial setting and hold a <b>Certificate of Registration as a</b></p>		



	<p><b>Sheet Metal Worker.</b></p> <p>* Recent is defined as within the last eight (8) years from this RFP closing date.</p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
M10	<p><b>- Insulation Worker</b> Minimum of 5 years of related recent work experience in commercial and/or industrial setting-</p> <p>* Recent is defined as within the last eight (8) years from this RFP closing date.</p> <p>*To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resource(s).</p>		
RATED CRITERIA		Max Points	Received
R1	<p>1. Submit a copy of the company's profile &amp; background underlining years in business, size and profile</p> <ul style="list-style-type: none"> <li>- <b>Related Experience: 15 years or more = 15 points</b> 1 point for every year up to a maximum of 15 points</li> <li>- <b>Business size: 30 employees or more = 5 points</b> 15-29 employees = 5 points 1-15 employees = 3 points</li> </ul> <p>* To demonstrate compliance with this criterion, the Bidder must include within their proposal the documented proof of its status (such as a certificate of incorporation, business registration or tax returns confirming the number of months it has been in business).</p>	20	
R2	<p>The Bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts within the last eight (8) years from this RFP closing date, whereby the organization has performed satisfactorily in government or private organizations. A reference check will be done to validate the information.</p> <p>2.</p> <p>The Bidder will have to prove that the company possesses experience working in hi-tech/ laborator industry.</p> <p>*To demonstrate this experience, the following information is required for three (3) recent projects completed by the Bidder:</p> <ul style="list-style-type: none"> <li>I. Project Name</li> <li>II. Proponent's Name, Title and Organization</li> <li>III. Proponent's Contact Information (reference – phone, email, website)</li> <li>IV. Date of Completion</li> </ul>	18	



	<p>V. Cost of Project                  VI. Summary of Project (Approximately 100 words or less)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• References will only be contacted to verify information.</li> <li>• If the Bidder submits projects in excess of the stated requirement, only the projects up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.</li> </ul> <p>1 point per item I through VI = 6 points maximum per project</p>		
	<b>Total Score</b>	<b>38</b>	
	<b>Minimum Score required to pass rated criteria: 19 points</b>		



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## **APPENDIX E**

### **EPOST INSTRUCTIONS**



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