



AMENDMENT #1 REQUEST FOR PROPOSAL (RFP)

**UPS Maintenance services
for the David Florida Laboratory in Ottawa**

**Bid Submission Deadline:
November 1st, 2019 at 2:00 PM (EDT)**

Submit Bids to:

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

Or by E-Post Connect

Reference: CSA File No. 9F030-20190305

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



October 24, 2019



Amendment #1

The Request for Proposal 9F030-20190305 is hereby amended as follows:

1) Answer the following questions :

	Questions (English)	Answers
1.	Please kindly confirm if contractors will need security clearance?	There are no security requirements associated with the requirement.
2.	Will CSA remove entirely the requirements as in page 31 Mandatory Criteria MC4: To demonstrate compliance with this criterion, the Bidder must include within their proposal a valid copy of Master Electrical Contractor License within the province of Ontario for each resource; as it	We have reviewed the mandatory criteria and determined that MC4 can be removed from the list.
3.	We therefore ask you to remove the "electrician required" from the entire document in order to allow suppliers with the most qualified personnel to submit a price and thus give the CSA the highest possible quality of service all at a very competitive price.	We have reviewed the evaluation criteria and determined to replace the word "electricians" with "technicians".
4.	Why does this tender call for licensed electricians to perform maintenance on UPS equipment?	We have reviewed the mandatory criteria and determined that MC4 can be removed from the list.
5.	How will third parties demonstrate they have access to Eaton Proprietary software and access to field service bulletins and firmware ?	We did not want to make the wording too limiting as to enable only one bidder. By having the broad statement of "according to the manufacturer's recommendations", other vendors are able to compete. They would be responsible for ensuring that an authorized technician was brought in to do the portion of the work which can only be completed by an Eaton technician.
6.	The tender requires bidders to provide information on very broad UPS experience. Why	we did not want to make the wording too limiting as to enable only one bidder. By



	does this tender not require maintenance and repair training certificates as received from the OEM to service each of the models as indicated in Appendix A?	having the broad statement of "according to the manufacturer's recommendations", other vendors are able to compete. They would be responsible for ensuring that an authorized technician was brought in to do the portion of the work which can only be completed by an Eaton technician.
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2) Delete in its entirety**- ANNEX B – BASIS OF PAYMENT - PRICING****- ANNEX D - EVALUATION CRITERIA****and replace it by the following:**



ANNEX "B"

Basis of Payment

Pricing



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

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

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a all travel and living expenses for work performed within the Contractor’s place of business to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- b any travel expenses for travel between the Contractor’s place of business and to the David Florida Laboratory (DFL) at 3701 Carling Avenue in Ottawa, Ontario;
- c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation;
- d the price must be entered for each item listed; and
- e the price are firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labor for all inspections, testing, cleaning and maintenance services.

1) Annual Firm Price for annual & semi-annual inspections and maintenance

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Annual firm price	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year



Extra Work – “As and When Requested” and/or “Emergency Service Calls”

"Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labor, repair and replacement parts. When "As and When Requested" work is requested during the contract period, the contractor must complete and submit "Cost Estimate Form for Extra Work". Written authorization must be obtained from the CSA/DFL Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labor Rate (including Overhead, Profit, and all related Costs).

2) LABOR: Fixed hourly rate shall be:

Work schedule – Monday to Friday, 7:00 a.m. to 4:00 p.m. (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Technician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

Overtime – Monday to Friday, 4:00 p.m. to 7:00 a.m. (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Technician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour

Overtime – Saturday, Sunday and holidays (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Qualified Technician	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour	_____ \$ /hour



Minimum hours billed per “Emergency Service Call” only (not applicable for extra work)

Work schedule – 24 hours on 24, 7 days on 7 (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Minimum hours billed	hours	hours	hours	hours	hours

3) Materials (if applicable)

	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Percentage of mark-up on materials (if applicable)	%	%	%	%	%

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

- Annual firm prices.
- 8 hours per year (Qualified Technician).
- 2 hours per year (Qualified Technician during overtime hours of work – Monday to Friday 4:00 pm to 7:00 am).
- 2 hours per year (Qualified Technician during overtime hours of work – Saturday, Sunday and Holidays).
- 2 calls per year X minimum hour billed X hourly rate during regular hour.
- Material, equipment and supplies: estimated 2,000.00\$ per year.
- UPS batteries replacement – once in five (5) years.

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



ANNEX D

EVALUATION CRITERIA



MANDATORY CRITERIA

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

NOTES: Proposals which fail to meet 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.

MANDATORY CRITERIA		Bidder Response Description (include location in bid)	Met/Not Met
MC1	Company must present all appropriate licenses and/or certifications required for each trades (if applicable) to perform work in Province of Ontario.		
MC2	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 (certificate of incorporation, business registration or tax returns confirming the number of months it has been in business).		
MC3	The Bidder provided two (2) names of qualified Technicians that have at least five (5) years of experience. To demonstrate compliance with this criterion, the Bidder must include within their proposal a detailed Curriculum Vitae (CV) for the proposed resources.		



MC4	<p>The Bidder must provide clear evidence to demonstrate that the service personnel proposed to perform maintenance of UPS equipment have five (5) recent¹ years of experience² and past performance by referencing three (3) similar³ projects/contracts within the last five (5) years whereby the service personnel have performed satisfactorily. The Bidder must complete the following form of Mandatory Personnel Experience and Past Performance for each Technicians who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.*</p> <p>To demonstrate compliance with this criterion, the Bidder must include within their proposal complete forms of Mandatory Personnel Experience and Past Performance for all proposed qualified personnel.</p>		
MC5	<p>The Bidder must provide clear evidence of its recent years' experience and past performance by referencing: three (3) similar projects/contracts within the five (5) years whereby the organization has performed satisfactorily. The Bidder must complete the following form of Mandatory Company Experience and Past Performance in order to demonstrate that the Company has the required experience.**</p> <p>To demonstrate compliance with this criterion, the Bidder must include within their proposal complete form of Mandatory Company Experience and Past Performance including three (3) Project/Contract References and projects'</p>		

* If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of two (2) qualified personnel will be assessed. The first two (2) proposed employees listed in the proposal will be considered for evaluation.

- 1 Recent experience – is defined as an experience gained since January 2010 and includes the solicitation closing date.
- 2 Experience – is defined as when the Bidder certifies that all the detailed information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- 3 Similar – is defined as maintenance and/or construction service of different types of UPS equipment including electrical installations and UPS maintenance contracts that are similar in nature, size and scope that have been successfully completed in government or private organizations. The Bidder



will have to prove that the company possesses experience working in high-tech / industrial / laboratory.

** If the Bidder submits three (3) references in excess of the stated requirement, only the references 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.



Form of Mandatory Personnel Experience and Past Performance

NAME OF QUALIFIED TECHNICIAN 1:			
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/ mm/dd)	From: _____ (yyyy/m m/dd)	From: _____ (yyyy/m m/dd)
	To: _____ (yyyy/mm/dd)	To: _____ (yyyy/mm/dd)	To: _____ (yyyy/mm/dd)
Description of Project/ Contract			



NAME OF QUALIFIED TECHNICIAN 2:			
Name of client organization or Company Project/Contract Reference #1: _____		Project/Contract Reference #2:_____	Project/Contract Reference #3:_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From:_____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From:_____ (yyyy/m/dd) To: _____ (yyyy/mm/dd)	From:_____ (yyyy/m/dd) To: _____ (yyyy/mm/dd)
Description of Project/ Contract			



Form of Mandatory Company's Experience and Past Performance

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract including equipment models and troubleshooting and maintenance techniques applied to demonstrate Bidder's knowledge and experience			



RATED CRITERIA

To be declared responsive, a bid **MUST** achieve a pass on rated requirements

#	Rated Criteria:	Points	Received
R1	The Bidder demonstrated detailed experience of the Qualified Technician #1 in maintenance, inspection, troubleshoot and repair of UPS stations: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - UPS stations made by EATON within fifteen (15) recent years 	2 points 5 points 10 points	
R2	The Bidder demonstrated detailed experience of the Qualified Technician #2 in maintenance, inspection, troubleshoot and repair of UPS stations: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - UPS stations made by EATON within fifteen (15) recent years 	2 points 5 points 10 points	
R3	The bidder demonstrated detailed experience of the Qualified Technician #1 in maintenance, inspection, troubleshoot and repair electrical services, voltage from 120VAC/VDC to 600 VAC: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - Within fifteen (15) recent years 	2 points 5 points 10 points	
R4	The bidder demonstrated detailed experience of the Qualified Technician #2 in maintenance, inspection, troubleshoot and repair electrical services, voltage from 120/208VAC/VDC to 600 VAC: <ul style="list-style-type: none"> - Within seven (7) recent years - Within ten (10) recent years - Within fifteen (15) recent years 	2 points 5 points 10 points	
Minimum score of Rated Criteria:		15	
Maximum score of Rated Criteria:		40	