



REQUEST FOR PROPOSAL (RFP)

Demolition and removal of the D.S. Kennedy Radio Astronomy Antenna

Bid Submission Deadline:
September 8th, 2020 at 10:00 AM (EDT)

Submit Bids to the Canadian Space Agency by:

FAX : 819-997-9776

or

E-Post Connect: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

For the attention of : Alexandre Gentile

Reference: CSA File No. **9F030-20200174**

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



August 21st, 2020

TABLE OF CONTENTS

Introduction

The bid solicitation is divided into six (6) parts plus attachments and appendices, as follows:

- Part 1 **General Information:**** provides a general description of the requirement;
1. Summary
 2. Security Requirement
 3. Trade Agreements
 4. Optional site visit
 5. Applicable Laws
 6. Communications Notification
 7. EPOST Connect service
 8. Debriefings
- Part 2 **Bidder Instructions:**** provides the instructions, clauses and conditions applicable to the bid solicitation;
1. Standard Instructions, Clauses and Conditions
 2. Submission of Bids
 3. Enquiries - Bid Solicitation
 4. Office of the Procurement Ombudsman clause
 5. Direct Deposit
- Part 3 **Bid Preparation Instructions:**** provides Bidders with instructions on how to prepare their bid;
1. Bid Preparation Instructions
 2. Price
 3. Commercial name and address of the Bidder
 4. Certifications
- 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, and the basis of selection;
1. Evaluation Procedures
 2. Financial Evaluation
 3. Basis of Selection
 4. Mandatory Technical Criteria
- Part 5 **Certifications and Additional Information:**** includes the certifications and additional information to be provided; Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders;
1. Certifications Required with the Bid
- Part 6 **Resulting Contract Clauses:**** includes the clauses and conditions that will apply to any resulting contract.

List of appendices:

- Appendix "B" – Submission slip
- Appendix "C" – Statement of Work (SOW)
- Appendix "D" – Additional instructions
- Appendix "E" – Performance Evaluation Report
- Appendix "F" – Integrity Form
- Appendix "G" – EPOST Instructions



PART 1 - GENERAL INFORMATION

1. Summary

The Canadian Space Agency is requesting a fee proposal to provide all necessary administration, consulting, labour, equipment and other required services for the demolition and removal of the Kennedy Dish located on the government campus at 3701 Carling Ave, Ottawa, Ontario.

- **Period of the Contract**

All work to be completed no later than November 30th 2020.

- **Work location**

The work will take place on the Shirley's Bay Campus (3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2).

- **Travel**

As travel is not required, no travel expenses will be reimbursed.

2. Security Requirement

There are no security requirements associated with this requirement.

3. Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

4. Optional site visit

Arrangements have been made for a non-mandatory site visit to be held on **September 2nd, 2020, at 10:00am at the David Florida Laboratory (3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2).**

The bidders MUST communicate with the Contracting Authority to confirm attendance and provide the name of the person who will attend 48 hours in advance. In order to protect the health and safety of participants due to the COVID-19 pandemic, visitors will have to respect the hygiene and physical distancing instructions in force. Bidders may be required to bring masks and gloves. Only one visitor per company will be allowed. Do not attend the visit if you have symptoms of COVID-19, if you have traveled in the past 14 days, or if you have been in contact with people affected by the disease or its symptoms. A second visit could be organized if there are too many attendees. Should that be the case, a notice will be posted on the Buyandsell website. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

* For the site visit, you have to bring an identification card that you will show at the reception.

* For the site visit, it is recommended bringing the request for proposals documentation with you to be able to take notes.



5. Applicable Laws

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

6. 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.

7. The 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. **(see instruction at Appendix G)**

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

8. 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.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this bid solicitation and accept the clauses and conditions of the resulting contract. The submission of a bid constitutes an assertion that the Bidder has read these documents and accepts the terms and conditions set out therein.

1.1. SACC Manual Clauses

Clauses R2710T (2020-05-28) General Instructions - Construction Services - Bid Security Requirements - are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2710T/22>

Under article GI09 (2014-03-01) Submission of bid
Remove number 1. and 2.

2. Submission of Bids

THE DEADLINE FOR SUBMITTING BIDS IS INDICATED ON PAGE 1 OF THIS DOCUMENT.

2.1 Facsimile

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - i. The only acceptable facsimile number for responses to bid solicitations is **819-997-9776**.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder.

2.2 epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the **epost Connect service** provided by Canada Post Corporation.
 - i. The only acceptable email address to use with epost Connect for responses to bid solicitations is: tpsgc.dgareceptiondessaoumissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or



- ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

Submissions must be submitted for the attention of : Alexandre Gentile

Reference: CSA File No. **9F030-20200174**

Submissions sent by email, regular mail or in person will not be accepted..

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the **Contracting Authority** alexandre.gentile@canada.ca **no later than two (2) calendar days** before the bid closing date. Enquiries received after that time may not be answered.



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

4. 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the [OPO website](#).

5. Direct Deposit

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Bidders must send their bid by the specified deadline (date and time) using a method indicated on page 1 of the RFP. Proposals can be submitted in English or French.

Prices must appear in the financial bid only. No price must be indicated in another section of the bid.

2. Price

The financial proposal must indicate the detailed breakdown of the total price proposed. The proposed payment terms must be given **as indicated in Appendix B**.

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

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

- a) use 8.5 "x 11" (216 mm x 279 mm) format;
- b) use a numbering system that corresponds to the bid solicitation;
- c) include the certifications in a separate section of the bid.
- d) Bidders must submit their financial bid in accordance with the Basis of Payment
- e) the total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable, must be shown separately.

3. Commercial name and address of the Bidder

1) Name: _____

2) Address: _____

3) Telephone: _____ Fax: _____

4) Email: _____

5) Email for financial questions (eg billing): _____

6) Business Number - Procurement (NEA): _____

7) Tax number: _____

8) Members of the Board of Directors:

Name and title

4. Certifications

Bidders must submit the certifications required under Part 5.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

2. Financial Evaluation

SACC Manual Clause A0220T (2014-06-26) Evaluation of Price.

3. Basis of Selection

A bid must comply with all the requirements specified in the bid preparation instructions to be declared responsive. The responsive bid meeting all of the mandatory criteria with the lowest evaluated price will be recommended for award of a contract.

4. Mandatory Technical Criteria

Provide two (2) examples with reference letters confirming the work is similar in nature (reference letters in the past ten (10) years and confirming they met the project's quality, schedule and safety requirements).

Experience working with similar projects* and Reference checks of previous clients to ensure quality of work, meeting of schedule and adherence to safety protocols.

* Projects involving a minimum elevation of 15m and the removal of subgrade concrete structures.

Provide a minimum of two (2) reference letters;

- For projects completed in the last ten (10) years;
- Each letter must demonstrate
 - o the type of installation where the work was carried out;
 - o that the project was of equivalent size;
 - o that the schedule was respected;
 - o that the security protocols were respected;
 - o that the deliverables matched the level of quality expected by the referent;
 - o that waste diversion practices were deployed and respected.
- Each letter must contain the information of the referent;
 - o Name and address of the referent's company;
 - o Contact information of the referent (name, telephone and email);

The evaluation team could contact the referral clients to validate the experience.



PART 5 - CERTIFICATIONS

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.

1. Certifications Required with the Bid

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

1.1 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.

1.2 Former Public Servant

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

1.2.1 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.

1.2.2 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.

1.2.3 Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

1.3 Ineligibility and Suspension Policy

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

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;



- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

1.4 Integrity Provisions – List of Names

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

1.5 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

1.6 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.7 Procurement Business Number (optional)

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

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

Procurement Business Number (PBN): _____



1.8 Certification

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

CERTIFICATION SIGNATURE

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

- 1.1. Federal Contractors Program for Employment Equity - Bid Certification
- 1.2. Former Public Servant
- 1.3. Ineligibility and Suspension Policy
- 1.4. Integrity Provisions – List of Names
- 1.5. Status and Availability of Resources
- 1.6. Education and Experience
- 1.7. Procurement Business Number
- 1.8. Certification

Signature

Date

Name (print or type) of person authorized to sign on behalf of the Organization

Phone : _____

E-Mail : _____

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirements

The work to be performed under this contract does not require any security clearance.

Site access will be provided as required and contractor(s) will be escorted at all times.

2. Description of requirement

The Contractor shall perform and complete the Work as per the statement of work at appendix C and the additional instructions provided in appendix D.

The work will take place at the David Florida Laboratory (3701 Carling Avenue, CP11490, Succ. H, Ottawa Ontario K2H 8S2).

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 issued by Public Works and Government Services Canada.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

4. General Conditions

The following are the contract documents:

- (a) Contract page when signed by government of Canada;
- (b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- (c) Plans and Specifications;
- (d) General Conditions:
 - GC1 General Provisions R2810D (2017-11-28);
 - GC2 Administration of the Contract R2820D (2016-01-28);
 - GC3 Execution and Control of the Work R2830D (2019-11-28);
 - GC4 Protective Measures R2840D (2008-05-12);
 - GC5 Terms of payment R2850D (2019-11-28);
 - GC6 Delays and Changes in the Work R2865D (2019-05-30);
 - GC7 Default, Suspension or Termination of Contract R2870D (2018-06-21);
 - GC8 Dispute resolution R2880D (2019-11-28);
 - GC9 Contract Security R2890D (2018-06-21);
 - GC10 Insurance R2900D (2008-05-12);
- (e) Allowable Costs for Contract Changes Under GC5 R2950D (2015-02-25);
- (f) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (g) Any amendment incorporated by mutual agreement between government of Canada and the Contractor before acceptance of the bid; and
- (h) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

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

5. Term of Contract

All work to be completed no later than November 30th 2020.



6. 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 indication above;
- c) Appendix C, Statement of work;
- d) Appendix D, Additional instructions;
- 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)).*

7. Basis of payment – Firm Price

No increase in the total liability of government of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of government of Canada to be exceeded, unless the Contracting Authority authorizes an increase.

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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

Invoices must be distributed as follows:

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

CANADIAN SPACE AGENCY
9F030 – FINANCIAL SERVICES
Security and Facilities
6767 Route de l'Aéroport
Saint-Hubert (Québec) J3Y 8Y9, CANADA

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

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



9. Electronic Payment of Invoices

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

10. Applicable Laws

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

11. Contracting Authority

The Contracting Authority for this resulting contract is:

Alexandre Gentile
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert (Quebec) J3Y 8Y9
Canada
Telephone: (450) 926-4875
E-Mail: alexandre.gentile@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.

12. Project Authority

To be inserted at contract award.
Name: TBD
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9
Telephone:
E-Mail:

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.



13. Contractor's Representative

The Contractor's Representative for the Contract is:

Name:

Contractor:

Telephone:

E-Mail:

14. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

15. Performance Evaluation

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

Contractor Performance Evaluation Report Form is used to record the performance. See Appendix G.

16. 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.

17. 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.

18. Office of the Procurement Ombudsman clause

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 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, or by web at 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



APPENDIX “B”

Submission Slip



SUBMISSION TABLE

**Firm price to complete the entire project before November 30th 2020.
(price excluding taxes)**

The CSA requires two separate pricing options for this project depending on the outcome of current stakeholder discussions.

Option 1)*

Option 1 is to safely and efficiently remove and dispose of the asset in the most environmental and cost effective manner possible.	_____ \$**
---	------------

Option 2)*

Option 2) is to perform a partial demolition and carefully dismantle and label all functional portions of the asset for reassembly in the future at a different location. To be competed in the most environmental and cost effective manner possible.	_____ \$**
--	------------

* See the statement of work at appendix C for more details.

** If possible, please also provide a cost breakdown of your financial proposal, if not provided it may be required before contract award.



APPENDIX “C”

STATEMENT OF WORK (SOW)



Objective:

The Canadian Space Agency is requesting a fee proposal to provide all necessary administration, consulting, labour, equipment and other required services for the demolition and removal of the Kennedy Dish located on the government campus at 3701 Carling Ave, Ottawa, Ontario.

Background:

The Canadian Space Agency is the owner of the D.S. Kennedy Radio Astronomy Antenna within the Government of Canada Shirley's Bay Campus at 3701 Carling Avenue in Ottawa. The Kennedy Antenna was constructed at its current site in approximately 1963 and it remained in regular operation until the 1980's. After that date it was placed in its stow position and left unused for many years. In recent years, investigations were performed to evaluate options for rehabilitation, relocation as well as assess its structural integrity. In the time since these investigations concluded, the antenna has been secured and undergone some limited electrical demolition. Reports and/or excerpts the investigations are provided as a reference of current site conditions and define the various sections of the antenna. All information is subject to verification by the contractor and the CSA provides no assurances regarding their accuracy.

RFP Requirements:

- Two pricing options are being requested to permit ongoing discussions regarding future use of the Kennedy Dish. There remains a possibility that the dish will be stored and re-established at another site.
 - (Pricing Option 1 Only) Be responsible for the complete removal and disposal of the assets and all associated structures including the feed antenna, the aluminum reflector dish, the steel pedestal and drive section, the concrete base, any associated buried structures and any other miscellaneous mechanical and electrical services contained within the structure.
 - (Pricing Option 2 Only) Be responsible for the complete removal and disposal of the concrete base, any associated buried structures and any other miscellaneous mechanical and electrical services contained within the structure. The feed antenna, the aluminum reflector dish, the steel pedestal and the drive sections shall be carefully dismantled and stored within the construction boundary. All disassembled pieces shall be labelled, recorded on a manifest and indicated on a digital drawing to accommodate reassembly at a future date. Any destructive work that prevents re-assembly or will damage any components must be identified and subsequently approved by the project authority.

Project Requirements:

1. General Instructions:

- 1.1. The site of this work is located at 3701 Carling Avenue on a shared government campus, Ottawa, Ontario Canada.
- 1.2. Some elements in the General Instructions sections are provided as an overview of the scope but are further defined in latter sections.
- 1.3. In general, work under this contract includes but is not limited to the supply of all equipment, material, services and personnel required to complete the following:
 - 1.3.1. Demolition and disposal of all hazardous (including possible asbestos-containing materials) and non-hazardous material, of the site's existing Kennedy Radio Astronomy Antenna.
 - 1.3.2. Includes breakdown of concrete foundations below existing grade. Broken down foundation not suitable for backfill to be disposed of off site at an approved Construction and Demolition Waste Facility.



- 1.3.3. All construction waste material must be segregated and disposed of in accordance with the authority having jurisdiction and the CSA environmental goals. Waste diversion from landfills is to be maximized and materials that are disposed of in a landfill must be justified.
- 1.3.4. Before and during the works, the contractor must present a waste management plan and use the traceability grid (see attached file on the Buy&Sell tender page). This project is intended to support the government's green initiatives, further details on the requirements are provided in section 17.11
- 1.3.5. Payment shall be inclusive of all costs for removal, handling and transportation.
- 1.3.6. Apply for and obtain a Permit to Demolish from municipal authorities.
- 1.3.7. Costs associated with the separation of debris, traffic control, sorting, transportation, environmental protection, cleaning, loading, unloading, haulage, and all else necessary to complete this item are to be considered incidental to the work. No separate payment will be made.
- 1.3.8. Decommissioning and capping of all electrical services.
- 1.3.9. Review site and soil conditions and provide any measures needed for the safe use of any heavy equipment needed. Provide all necessary measures or work procedures needed to safeguard adjacent structures such as buildings and other structures as indicated on the attached site sketch.
- 1.3.10. Provide a step by step demolition/disassembly plan of the assets sub assemblies. The plan should account for how forces would be anticipated to redistribute as pieces are removed so appropriate action can be taken to ensure the safety of adjacent structures. This plan must be approved and stamped by a licensed professional engineer. Engineering site assessments should be scheduled at major phases. Alternative methods such as relocating the dish as a complete assembly to grade level can also be considered.
- 1.3.11. Restoration of site to match the surrounding landscaped, grade to drain to the surrounding area and stabilize with topsoil and hydro seeding to the satisfaction of the Departmental Representative.
- 1.3.12. Upon removal of the asset, provide a phase 1 Environmental Site Assessment report, conducted by a qualified person as defined in Ontario Regulation 153/04.
- 1.4. All permits, licenses, certificates as well as permission, approval or letters of authority must be submitted prior to commencement of work.
- 1.5. Mobilization and Demobilization:
 - 1.5.1. Mobilization and demobilization will not be measured for payment and is considered incidental to the contract.
 - 1.5.2. Mobilization and demobilization will involve mobilization to and from the site as well as requirements on the site.
- 1.6. Site maintenance and snow clearing is considered incidental to the work. No separate payment shall be made for site maintenance and snow clearing.
- 1.7. Provision of Site Physical Security inclusive of safety signage, enclosures, gates and barricades is considered incidental to the work. No separate payment shall be made for provision of site physical security.
- 1.8. Perform all work in accordance with municipal, provincial and federal legislation, codes, regulations and standards, as well as those of any other authority having jurisdiction.
- 1.9. Be responsible for all damages caused by its employees or sub trades on the campus.
- 1.10. Identify and protect all buried services within the construction boundary. The CSA has performed a ground penetrating survey in the past however it is the responsibility of the contractor to verify and provide any additional services necessary to carry out this work at no additional cost to the contract.
- 1.11. Previous H&S reports of the structure indicate that at a minimum the floor tiles may contain asbestos however material testing was not completed. It is up to the contractor to remove the materials under required regulatory precautions or perform a Designated



Substances Survey to verify if such precautions are warranted. The cost of safe removal of any ACM containing material is to be included in the contract bid.

2. Codes and Standards:

- 2.1. Perform work in accordance with the National Building Code of Canada (of latest edition as adopted by the province and municipality of the work location) and any other code of provincial or local application, including all amendments up to bid closing date, provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.
- 2.2. Perform electrical work in accordance with The Canadian Electrical Code. Use only licensed electricians to carry out such work.
- 2.3. Materials and workmanship must meet or exceed requirements of specified standards, codes and referenced documents.

3. Contractors Use of the Site:

- 3.1. Use of site: limited to areas of work being carried out and as follows:
 - 3.1.1. Access to all exits must be maintained during normal working hours and where work shall be performed outside of the normal working hours. Normal Working Hours defined as: Monday to Friday from 7:30AM to 4:30PM.
 - 3.1.2. The work takes place on a secure campus, Contractors must sign-in to receive an access badge at the guardhouse and are advised that this can cause some access delays.
 - 3.1.3. No cameras permitted on site; any requirement for pictures will come as a request to the Departmental Representative.
- 3.2. Work outside of Normal Working Hours must be approved by the Departmental Representative.
- 3.3. Limited on site parking is permitted for construction work force at the construction site.
- 3.4. Limited exterior storage on site is permitted within the construction areas, provided that operations at the Facility are not restricted.
- 3.5. Do not unreasonably encumber the site with materials and equipment. Move materials and/or equipment as directed by the Departmental Representative which interferes with Facility operations, or with ongoing construction operations of other contracts at the site.
- 3.6. Maintain mechanical, electrical, and other services to all existing structures on a continuous basis. Disruptions to services are not permitted.
- 3.7. Maintain the access road to the site and to the existing structures for the duration of the Contract. Access for emergency vehicles is to be kept open at all times.
- 3.8. Maintain access to the existing fire hydrants.
- 3.9. The Contractor shall make every effort to limit the generation of dust and shall spray water on dust generating activities.
- 3.10. Contractor must provide their own washrooms facilities.
- 3.11. Utilities such as electrical and water are not available for contractor use at the construction site.

4. Project Meetings:

- 4.1. Schedule and administer project meetings, held on a weekly basis, for entire duration of work and more often when directed by Departmental Representative as deemed necessary.
- 4.2. Meetings will be held in the offices of the CSA at the David Florida Laboratory located in proximity to the construction site or on the construction site itself as required by the subject matter.

5. Permits:

- 5.1. Obtain and pay for building permit certificates, licenses and other permits as required by municipal, provincial and federal authorities.
- 5.2. Provide appropriate notifications of project to municipal and provincial authorities having jurisdiction.
- 5.3. Obtain compliance certifications as prescribed by legislation and regulatory provisions of municipal, provincial and federal authorities as applicable to the performance of work.
- 5.4. Submit to departmental representative copies of application forms and approval documents received from above reference authorities.

6. Existing Services:

- 6.1. Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities with minimum of disturbance to pedestrian, vehicular traffic and facility operations.
- 6.2. Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- 6.3. Submit schedule to and obtain approval from Departmental Representative for any shut-down or closure of active service or facility. This includes disconnection of electrical power and communication services to tenant's operational areas. Adhere to approved schedule and provide notice to affected parties. Provide minimum 48 hours notice for any closure of active service.
- 6.4. Provide temporary services when directed by Departmental Representative to maintain critical building or site service systems.
- 6.5. Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- 6.6. Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- 6.7. Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.

7. Acceptances:

- 7.1. Notify Departmental Representative in writing when work is complete and ready for final inspection.
- 7.2. Make a check of all work and correct all discrepancies, defects and outstanding work before sending notification.
- 7.3. Accompany Departmental Representative during final inspection.
- 7.4. Rectify all defects, faults and outstanding items identified by Departmental Representative during inspection.
- 7.5. Be aware that the Final Certificate of Completion will not be issued until such time that contractor has fully completed and turned over all specified project closeout documentation.

8. Work Coordination:

- 8.1. Contractor is responsible for coordinating the work of the various trades and pre-determining where the work of such trades interfaces with each other.
- 8.2. Pay particularly close attention to overhead work and within or near to building structural elements.
- 8.3. Coordinate drawings to identify all building elements, service lines, rough-in points and indicate from where various services are coming.



- 8.4. CSA will not be responsible for or held accountable for any extra costs incurred as a result of the failure to carry out coordination work. Disputes between the various trades as a result of their not being informed of the areas and extent of interface work shall be the sole responsibility of the General Contractor and shall be resolved at no extra cost to the Contract.
- 8.5. Where campus normal operations at the site are negatively impacted by the operations of the Contractor, the Contractor shall modify, reschedule or otherwise change such construction operations so the Owner's operations can be maintained. No additional compensation under the Contract will be paid to the Contractor as a result of the adjustment of construction operations.

9. Work Schedule:

- 9.1. Upon acceptance of bid submit:
 - 9.1.1. Work schedule within 7 calendar days of contract award.
 - 9.1.2. Schedule to indicate all calendar dates from commencement to completion of all work. All work to be completed no later than November 30th 2020.
- 9.2. Work schedule content to include as a minimum the following: Bar / Gantt charts, indicating all work activities, tasks and other project elements, their anticipated durations, planned dates for achieving key activities and the critical path. Provide additional task commentary where warranted for clarity.
- 9.3. Completed schedule shall be reviewed and is subject to approval by the department representative. When approved, take necessary measures to complete work within the scheduled time. Do not change the schedule with departmental representative's approval.

10. Records of Construction

- 10.1. Provide Departmental Representative with 'as-built' field drawings that supply sufficient tie points to locate location of capped services, and the location/footprint of back-filled main building foundation.

11. Hot Work Permits:

- 11.1. Implement and follow fire safety measures during Work. Comply with following:
 - 11.1.1. National Fire Code.
 - 11.1.2. Fire Protection Standards FCC 301 and FCC 302.
 - 11.1.3. Federal and Provincial Occupational Health and Safety Acts and Regulations.
- 11.2. In event of conflict between any provisions of above authorities the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, Departmental Representative will advise on the course of action to be followed.
- 11.3. Obtain Departmental Representative's written "Authorization to Proceed" before conducting any form of Hot Work on site. A sample hot work permit will be provided by the Departmental Representative to specify what details are required.
- 11.4. Upon review and confirmation that effective fire safety measures will be implemented and followed during performance of hot work, Departmental Representative will give authorization to proceed.

12. Lockout Requirements:

- 12.1. Comply with the following in regards to isolation and lockout of electrical facilities and equipment:
 - 12.1.1. Canadian Electrical Code
 - 12.1.2. Federal and Provincial Occupational Health and Safety Acts and Regulations.

- 12.1.3. Regulations and code of practise as applicable to mechanical equipment or other machinery being de-energized.
- 12.1.4. Procedures specified herein.
- 12.2. In event of conflict between any provisions of above authorities the most stringent provision will apply.

13. Isolation of Existing Services

- 13.1. Obtain Departmental Representative's written authorization prior to working on existing live or active electrical facilities and equipment and before proceeding with isolation of such item.
- 13.2. To obtain authorization, submit to Departmental Representative the following documentation:
 - 13.2.1. Written request to isolate the particular service or facility and;
 - 13.2.2. Copy of Contractor's Lockout Procedures.
- 13.3. Make a Request for Isolation for each event, unless directed otherwise by Departmental Representative, as follows indicating:
 - 13.3.1. The equipment, system or service to be isolated and it's location;
 - 13.3.2. Duration of isolation period (i.e.: start time & date and completion time & date).
 - 13.3.3. Voltage of service feed to system or equipment being isolated.
 - 13.3.4. Name of person making the request.
- 13.4. Do not proceed with isolation until receipt of written notification from Departmental Representative granting the Isolation Request and authorization to proceed with the work.
- 13.5. Note that Departmental Representative may designate another person at the Facility being authorized to grant the Isolation Request.
- 13.6. Conduct safe, orderly shut down of equipment or facility. De-energize, isolate and lockout power and other sources of energy feeding the equipment or facility. Depending on the service in question, the isolation will be performed under the oversight of campus representatives or by the campus technicians.
- 13.7. Determine in advance, as much as possible, in cooperation with the Departmental Representative, the type and frequency of situations which will require isolation of existing services.
- 13.8. Plan and schedule shut down of existing services in consultation with the Departmental Representative and the Facility Manager.
- 13.9. Minimize impact and downtime of Facility operations. Follow Departmental Representative's directives in this regard.

14. Lockouts

- 14.1. De-energize, isolate and lockout electrical facility, mechanical equipment and machinery from all potential sources of energy prior to working on such items.
- 14.2. Develop and implement clear and specific lockout procedures to be followed as part of the Work.
- 14.3. Prepare typed written Lockout Procedures describing safe work practices, procedures, worker responsibilities and sequence of activities to be followed on site by workforce to safely isolate an active piece of equipment or electrical facility and effectively lockout and tag out its sources of energy.
- 14.4. Include as part of the Lockout Procedures a system of lockout permits managed by Contractor's Superintendent or other qualified person designated by him/her as being "in-charge" at the site.
- 14.5. A lockout permit shall be issued to specific worker providing a Guarantee of Isolation before each event when work must be performed on a live equipment or electrical facility.



- 14.6. Duties of person managing the permit system to include:
 - 14.6.1. Issuance of permits and lockout tags to workers.
 - 14.6.2. Determining permit duration.
 - 14.6.3. Maintaining record of permits and tags issued.
 - 14.6.4. Making a Request for Isolation to Departmental Representative when required as specified above.
 - 14.6.5. Designating a Safety Watcher, when one is required based on type of work.
 - 14.6.6. Ensuring equipment or facility has been properly isolated.
 - 14.6.7. Collecting and safekeeping lockout tags returned by workers as a record of the event.
- 14.7. Clearly establish, describe and allocate responsibilities of:
 - 14.7.1. Workers.
 - 14.7.2. Person managing the lockout permit system.
 - 14.7.3. Safety Watcher.
 - 14.7.4. Subcontractor(s) and General Contractor.
- 14.8. Generic procedures, if used, must be edited and supplemented with pertinent information to reflect specific project requirements.
- 14.9. Use energy isolation lockout devices specifically designed and appropriate for type of facility or equipment being locked out.
- 14.10. Use industry standard lockout tags.
- 14.11. Provide appropriate safety grounding and guards as required.
- 14.12. Post Lockout Procedures on site in common ON SITE location for viewing by workers.
- 14.13. Keep copies of Request for Isolation forms and lockout permits and tags issued to workers on site for full duration of Work.
- 14.14. Upon request, make available to Departmental Representative or to authorized safety Representative for inspection.

15. Health and Safety:

- 15.1. Submit site-specific Health and Safety Plan prior to commencement of Work. See section 15.19.
 - 15.1.1. Submit electronic copy within 10 work days of notification of Bid Acceptance.
 - 15.1.2. Departmental Representative will review Health and Safety Plan and provide comments.
 - 15.1.3. Revise the Plan as appropriate and resubmit within 5 work days after receipt of comments.
 - 15.1.4. Departmental Representative's review and comments made of the Plan shall not be construed as an endorsement, approval or implied warranty of any kind by Canada and does not reduce Contractor's overall responsibility for Occupational Health and Safety of the Work.
- 15.2. Submit name of designated Health & Safety Site Representative and support documentation specified in the Safety Plan.
- 15.3. Submit copies of incident reports.
- 15.4. Be responsible for health and safety of persons on site, safety of property on site and for protection of persons and environment adjacent to the site to extent that they may be affected by conduct of Work.
- 15.5. Comply with and enforce compliance by all workers, sub-contractors and other persons granted access to Work Site with safety requirements of Contract Documents, applicable federal, provincial, and local by-laws, regulations, and ordinances, and with site-specific Health and Safety Plan.
- 15.6. Control the Work and entry points to Work Site. Approve and grant access only to workers and authorized persons. Immediately stop and remove non-authorized persons.
- 15.7. Departmental Representative will provide names of those persons authorized by



- 15.8. Departmental Representative to enter onto Work Site and will ensure that such authorized persons have the required knowledge and training on Health and Safety pertinent to
- 15.9. Their reason for being at the site, however, Contractor remains responsible for the health and safety of authorized persons while at the Work Site.
- 15.10. Isolate Work Site from other areas of the premises by use of appropriate means.
 - 15.10.1. Erect fences, hoarding, barricades and temporary lighting as required to effectively delineate the Work Site, stop non-authorized entry, and to protect pedestrians and vehicular traffic around and adjacent to the Work and create a safe environment.
 - 15.10.2. Post signage at entry points and other strategic locations indicating restricted access and conditions for access.
 - 15.10.3. Use professionally made signs with bilingual message in the 2 official languages or international known graphic symbols.
- 15.11. Provide safety orientation session to persons granted access to Work Site. Advise of hazards and safety rules to be observed while on site.
- 15.12. Ensure persons granted site access wear appropriate PPE. Supply PPE to inspection authorities who require access to conduct tests or perform inspections.
- 15.13. Secure Work Site against entry when inactive or unoccupied and to protect persons against harm.
- 15.14. Give precedence to safety and health of persons and protection of environment over cost and schedule considerations for Work.
- 15.15. Should unforeseen or peculiar safety related hazard or condition become evident during performance of Work, immediately take measures to rectify situation and prevent damage or harm. Advise Departmental Representative verbally and in writing.
- 15.16. Perform site specific health and safety assessment of the Work and its site.
- 15.17. Carryout initial assessment prior to commencement of Work with further assessments As needed during progress of work, including when new trades and subcontractors arrive on site. Record results and address in Health and Safety Plan.
- 15.18. Keep documentation on site for entire duration of the Work.
- 15.19. Prior to commencement of Work, develop a written Health and Safety Plan specific to the Work. Implement, maintain, and enforce Plan for entire duration of Work and until final demobilization from site.
- 15.20. Health and Safety Plan shall include the following components:
 - 15.20.1. List of health risks and safety hazards identified by hazard assessment.
 - 15.20.2. Control measures used to mitigate risks and hazards identified.
 - 15.20.3. On-site Contingency and Emergency Response Plan as specified below.
 - 15.20.4. On-site Communication Plan as specified below.
 - 15.20.5. Name of Contractor's designated Health & Safety Site Representative and information showing proof of his/her competence and reporting relationship in Contractor's company.
 - 15.20.6. Names, competence and reporting relationship of other supervisory personnel used in the Work for occupational health and safety purposes.
- 15.21. On-site Contingency and Emergency Response Plan shall include:
 - 15.21.1. Operational procedures, evacuation measures and communication process to be implemented in the event of an emergency.
 - 15.21.2. Rescue plan for worker at heights
 - 15.21.3. Emergency Contacts: name and telephone number of officials from:
 - 15.21.3.1. General Contractor and subcontractors.
 - 15.21.3.2. Pertinent Federal and Provincial Departments and Authorities having jurisdiction.
 - 15.21.3.3. Local emergency resource organizations.

- 15.21.3.4. Harmonize Plan with Facility's Emergency Response and Evacuation Plan. Departmental Representative will provide pertinent data including name of campus contact and Facility Management contacts.
- 15.22. On-site Communication Plan:
- 15.22.1. Procedures for sharing of work related safety information to workers and subcontractors, including emergency and evacuation measures.
 - 15.22.2. List of critical work activities to be communicated with Facility Manager which have a risk of endangering health and safety of Facility users.
 - 15.22.3. Address all activities of the Work including those of subcontractors.
- 15.23. Review Health and Safety Plan regularly during the Work. Update as conditions warrant to address emerging risks and hazards, such as whenever new trade or subcontractor arrive at Work Site.
- 15.24. Departmental Representative will respond in writing, where deficiencies or concerns are noted and may request re-submission of the Plan with correction of deficiencies or concerns.
- 15.25. Post copy of the Plan and updates prominently on Work Site.
- 15.26. Assign Health & Safety Site Representative responsible for daily supervision of health and safety of the Work.
- 15.27. Health & Safety Site Representative may be the Superintendent of the Work or other person designated by Contractor and shall be assigned the responsibility and authority to:
- 15.27.1. Implement, monitor and enforce daily compliance with health and safety requirements of the Work
 - 15.27.2. Monitor and enforce Contractor's site-specific Health and Safety Plan.
 - 15.27.3. Conduct site safety orientation session to persons granted access to Work Site.
 - 15.27.4. Ensure that persons allowed site access are knowledgeable and trained in health and safety pertinent to their activities at the site or are escorted by a competent person while on the Work Site.
 - 15.27.5. Stop the Work as deemed necessary for reasons of health and safety.
- 15.28. Health & Safety Site Representative must:
- 15.28.1. Be qualified and competent person in occupational health and safety.
 - 15.28.2. Have site-related working experience specific to activities of the Work.
 - 15.28.3. Be on Work Site at all times during execution of the Work.
- 15.29. All supervisory personnel assigned to the Work shall also be competent persons.
- 15.30. Inspections:
- 15.30.1. Conduct regularly scheduled safety inspections of the Work on a weekly basis. Record deficiencies and remedial action taken.
 - 15.30.2. Follow-up and ensure corrective measures are taken.
 - 15.30.3. Use only skilled workers on Work Site who are effectively trained in occupational health and safety procedures and practices pertinent to their assigned task.
- 15.31. Maintain employee records and evidence of training received. Make data available to Departmental Representative upon request.
- 15.32. When unforeseen or peculiar safety-related hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise Departmental Representative verbally and in writing.
- 15.33. Wear appropriate PPE pertinent to the Work or assigned task: minimum being hard hat, safety footwear, safety glasses.
- 15.34. Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.
- 15.35. Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified.



- 15.36. Departmental Representative will stop Work if non-compliance of health and safety regulations is not corrected in a timely manner.
- 15.37. Blasting or other use of explosives is not permitted on site.

16. Environmental Procedures

- 16.1. Ensure pumped water into waterways, sewer or drainage systems is free of suspended materials.
- 16.2. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.
- 16.3. Minimize stripping of topsoil and vegetation.
- 16.4. Do not refuel any type of equipment within 100 meters of a water body. Maintain equipment in good working condition with no fluid leaks, loose hoses or fittings.
- 16.5. Cover or wet down dry materials and rubbish to prevent blowing dust and debris.
- 16.6. Have appropriate emergency spill response equipment and rapid clean-up kit on site located adjacent to hazardous materials storage area. Provide personal protective equipment required for clean-up.
- 16.7. Report spills of petroleum and other hazardous materials as well as accidents having potential of polluting the environment to Federal and Provincial Department of Environment. Notify the Departmental Representative and submit a written spill report to the Departmental Representative within 24 hours of occurrence.
- 16.8. Store and handle hazardous materials in accordance with applicable federal and provincial laws, regulations, codes and guidelines. Store in location that will prevent spillage into the environment.
- 16.9. Do not bury rubbish and waste materials on site. Dispose in accordance with project waste management requirements.
- 16.10. Do not dispose of hazardous waste or volatile materials, such as mineral spirits, paints, thinners, oil or fuel into waterways, storm or sanitary sewers or waste landfill sites.
- 16.11. Dispose of hazardous waste in accordance with applicable federal and provincial legislation, regulations, codes and guidelines.

17. Waste Management and Disposal

- 17.1. Transport hazardous materials and wastes, in accordance with Transportation of Dangerous Goods Act, Transportation of Dangerous Goods Regulations, and applicable provincial regulations.
- 17.2. Comply with applicable federal, provincial and municipal laws and regulations for generators of hazardous waste.
- 17.3. Use licensed carrier authorized by provincial authorities to accept subject material.
- 17.4. Before shipping material obtain written notice from intended hazardous waste treatment or disposal facility it will accept material and it is licensed to accept this material.
- 17.5. Provide photocopy of notice to the Departmental Representative.
- 17.6. Label container(s) with legible, visible safety marks as prescribed by federal and provincial regulations.
- 17.7. Only trained personnel handle, offer for transport, or transport dangerous goods.
- 17.8. Provide photocopy of shipping documents and waste manifests to the Departmental Representative.
- 17.9. Track receipt of completed manifest from consignee after shipping dangerous goods.
- 17.10. Provide photocopy of completed manifest to Departmental Representative.
- 17.11. Waste diversion from landfills is to be maximized towards the goals of Canada's Greening Government strategy (<https://www.canada.ca/en/treasury-board->

[secretariat/services/innovation/greening-government/strategy.html](#)). The target for diversion is 90% as per the greening government strategy.

- 17.11.1. Separate non-recoverable waste from reusable and / or recoverable materials in separate containers.
- 17.11.2. Transport and deliver non-recoverable waste to authorized disposal facilities.
- 17.11.3. Transport and deliver recoverable or reusable materials to diversion channels. An official recycling slip must be submitted.
- 17.11.4. The contractor must provide a waste management plan and use the traceability grid (see attached file on the Buy&Sell tender page) prior to the start of work. The waste management plan specifically targets recycling and reuse of the demolished materials for which a final report must be submitted, which includes: receipts, weighing tickets, quantities (kg) and types of waste materials that have been sold, recycled, reused, incinerated, or sorted off site or eliminated. The final destination must also be indicated in the traceability grid.
- 17.11.5. The Departmental Representative will review the waste sorting program and provide and provide comment and authorization to proceed.
- 17.11.6. Maintain the traceability grid up to date during the project (see attached file on the Buy&Sell tender page) and submit a finalized traceability report at the end of the work.

18. Common Fill & Hydro seeding:

- 18.1. Common fill shall consist of soil and/or rock free from roots, stumps, cinders, ashes, sods, refuse and/or other deleterious substances and be unfrozen.
- 18.2. Common fill shall be approved by the Departmental Representative prior to hauling to site.
- 18.3. Hydro seed area of fill with product approved by Departmental Representative.
- 18.4. Place and compact common fill material to 95% of the corrected maximum dry density as determined in accordance with ASTM D1557 (modified Proctor).
- 18.5. Do not proceed with backfilling operations until the Departmental Representative has inspected and approved the base of the excavation.

Project Milestones.

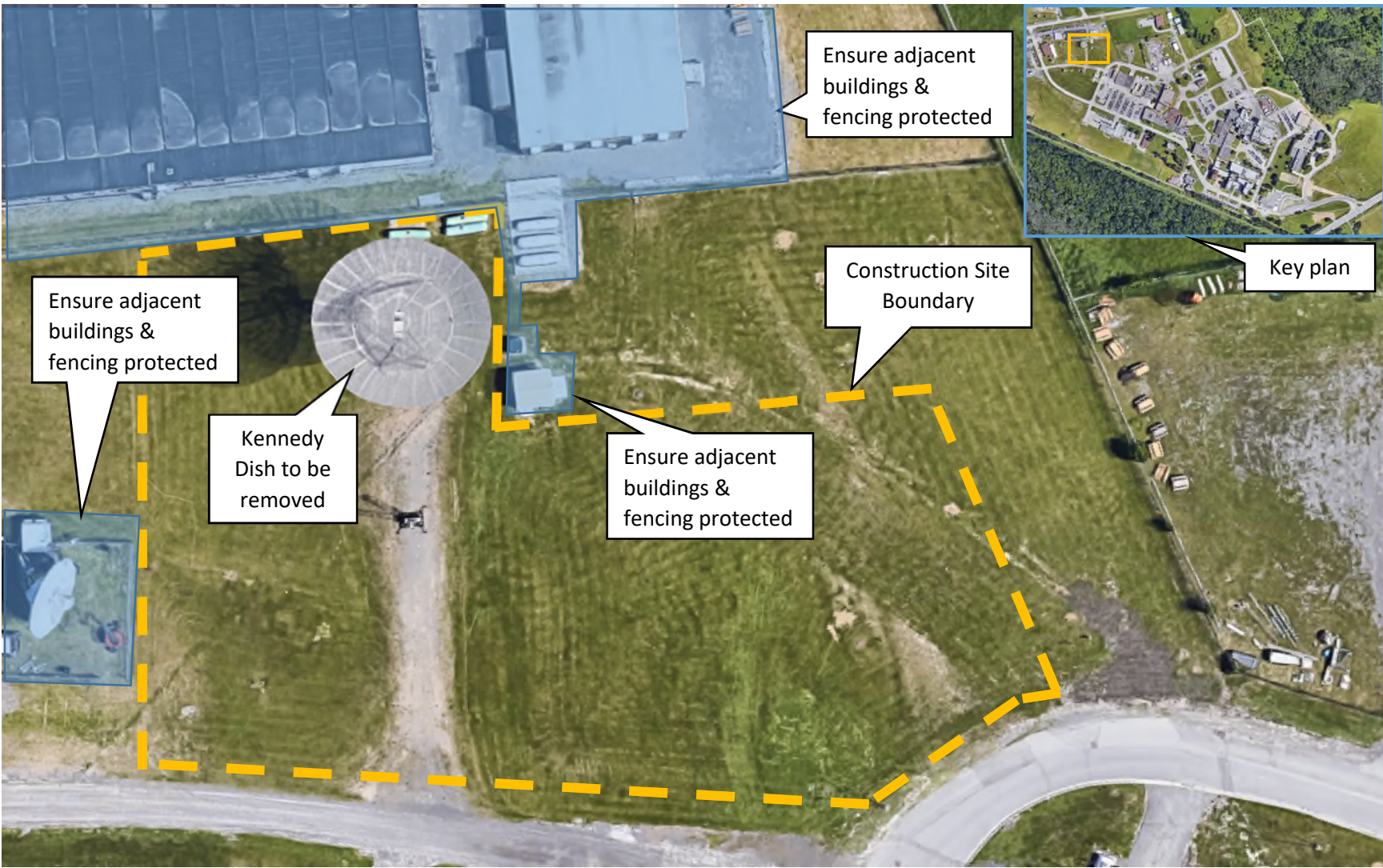
Suggested Schedule below subject to review and agreement with contractor if deviations from expected timeframes are well substantiated.

- Week 0: Contract Award
- Week 1: Project Start-up and kickoff meeting. Review and confirmation of all project requirements. Submittal by the contractor of detailed construction schedule. Establish timelines for other planning deliverables such as site specific safety plan, engineered demolition sequence.
- Week 3: Meeting with campus partners, final stakeholder consultations and final interference planning.
- Week 7: Substantial Completion
- Week 10: Final completion and contract closeout.



APPENDIX “D”

Additional instructions



Sketch of Kennedy Dish Construction Boundary and Key Considerations (Imagery ©2019 Google, Map Data ©2019 Google, August 22 2019)

DESCRIPTION OF ANTENNA STRUCTURE



Feed Antenna

Aluminum
Reflector Dish

Steel Pedestal
& Drive Section

Concrete Base

APPENDIX “E”

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:

*Supplier

Rating scale:	10 – 9: Excellent	6 – 5: Satisfactory	2 – 1:	
	Unsatisfactory			
	8 – 7: Very Good	4 – 3: Poor		

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:									

5. Please rate the quality of communication between the department and the supplier.	10	9	8	7	6	5	4	3	2	1
	Comments:									

	10	9	8	7	6	5	4	3	2	1
--	----	---	---	---	---	---	---	---	---	---



<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">a. Invoicesb. Progress reportsc. Reports on use or business volumed. Meeting agendas and minutese. Documentation and quality of work	Comments:
TOTAL	/60

Overall Rating

Excellent: 54 and over

Very Good: 42 to 53

Satisfactory: 30 to 41

Poor: 18 to 29

Unsatisfactory: 18 or less



APPENDIX “F”

INTEGRITY FORM

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



Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
10. Membre / Director	
Autres Membres / Other members:	
Commentaires / Comments	



APPENDIX “G”

EPOST Instructions

Public Services and Procurement Canada (PSPC) is moving forward on its Procurement Modernization Initiative, which aims to simplify the procurement process. The Bid Receiving Unit is launching an electronic bid submissions pilot using Canada Post's (CPC) epost Connect online service.

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.

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 to PSPC's Bid Receiving Unit at:
TPSGC.DGAreceptiondessoumissions-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 using an epost Connect account, you are still invited to bid. The regular methods for bid submissions that are outlined in the solicitation document (courier, in person) are still available.