
REQUEST FOR PROPOSAL (RFP)

Inspection and preventative maintenance services for uninterruptible power supply (UPS) equipment

Reference: CSA File No. 9F030-20200136

Amendment 3

The following sections are modified:

- **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**
 - 4. Mandatory criteria
- **ANNEX “C”**
 - **STATEMENT OF WORK (SOW)**



January 18th, 2021



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4. Mandatory criteria

The mandatory criterion has been removed for this requirement.

However, the contractor who submits a proposal certifies that he is able to obtain and have access to:

- Manufacturer recalls as soon as they are available.
- Technical bulletins from the manufacturer as they are available.
- Firmware updates from the manufacturer as they are available.

The contractor also certifies that he has access to an inventory of parts to ensure, at all times, the repair of static uninterruptible power supplies (UPS) within 48 hours during the period of need.

ANNEX “C”

STATEMENT OF WORK (SOW)

The contractor will carry out the work described below.

General objective

Provide qualified labour to maintain the uninterruptible power supply (UPS) equipment and static switch according to the manufacturer’s recommendations, at the John H. Chapman Space Centre located at 6767 Route de l’Aéroport, St-Hubert.

Scope of work

The maintenance work set out in this quote applies to the following items:

- 2 MGE Galaxy 4000 75 kVA UPSs
- 2 MGE Galaxy PW 225 kVA UPSs
- 1 MGE Comet 80 kVA UPS
- 1 Galaxy 3000 30 kVA UPS
- 3 Galaxy 3500 30 kVA UPSs
- 1 MGE Galaxy 3500 15 kVA UPS
- 1 MGE Epsilon STS 400A static transfer switch
- 1 MGE Epsilon STS 200A static transfer switch

Description of the work

The work includes, but is not limited to, all UPS equipment.

Provide inspection and preventative maintenance services including the following points:

- Carry out general inspections and maintenance on the electrical parts, and ensure that electrical components and accessories are operating properly, according to the manufacturer’s recommendations, to ensure optimal performance of the equipment.
- Conduct two (2) inspection and maintenance visits per year (date to be determined) at six- (6) month intervals.
- Provide a detailed written report of the maintenance carried out within five (5) days following each visit. The report must identify the repairs needed and include a written estimate.



Resource availability

Have resources available for service at all times (24 hours a day, seven days a week) during the entire contract period.

Available means ensuring that the CSA can, whenever needed, contact the contractor, one of their designated staff members, or a centralized emergency call service to report an anomaly or breakage. The time between receiving a call from the CSA representative and the contractor's arrival on-site should be a maximum of two (2) hours between 7 a.m. and 5 p.m. on weekdays and a maximum of four (4) hours in other cases.

Provide the CSA representative with phone numbers and procedures to follow to contact the contractor or their technicians at any time.

Resource qualification

The resources provided must demonstrate through a certificate* that they have training for the above-mentioned UPS in order to perform maintenance on the equipment. In the event that additional items are added, the resources must also demonstrate with a certification* that they have the training to maintain these items.

*The certificate must demonstrate that the resource has received training to perform the work required for repairs, maintenance and updating of these equipment. If necessary, the technical authority must be able to verify the validity of the certificate.

Health and safety

Carry out the work using safe and recognized work methods.

Work schedule

Before any inspection or maintenance visit, give the departmental representative two business days' advance notice to ensure that all devices will be accessible.