

REQUEST FOR PROPOSAL (RFP)

WINDOW CLEANING SERVICE
at the Canadian Space Agency (CSA) in Saint-Hubert

Bid Submission Deadline:
June 2nd , 2022 at 2:00 PM (EDT)

Submit Bids:

by E-Post Connect

Or

By FAX : 819-997-9776

Reference: CSA File No. **9F030-20-0548**

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



May 19, 2022

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This project is conditionally reserved for Aboriginal contractors under the Procurement Strategy for Aboriginal Business (PSAB). Both Aboriginal and non-Aboriginal contractors will be invited to submit bids. For more information, please see the following sections. For additional information, please consult Part 4 – Evaluation Procedures and Basis of Selection.

Introduction

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

- Part 1 General Information:** provides a general description of the requirement;
- Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions:** provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- 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;
- Part 6 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

List of Annexes:

- Annex “B” - Pricing
- Annex “C” - Statement of Work (SOW)
- Annex “D” - Performance Evaluation Form
- Annex “E” - Integrity Form
- Annex “F” - COVID-19 Vaccination Requirement Certification
- Annex “G” – Epost Connect service instructions
- Annex “H” - Owner/Employee Certification - Set-aside for Aboriginal Business

Additional documents (separately joined to this request of proposal)

- Document A – Work-at-height Program
- Document B – Elevation plans

PART 1 - GENERAL INFORMATION

1. Summary

The Canadian Space Agency requires the services of an entrepreneur to provide the equipment, materials and workers to clean the windows and exterior siding at the John H. Chapman Space Center located in Saint-Hubert, Quebec.

- **Period of the Contract**

From contract award date to March 31, 2023.

- **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an **additional four (4) years period** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in appendix B Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

- **Work location**

The work will take place at the Canadian Space Agency, at 6767 Route de l'Aéroport, Saint-Hubert, Québec.

- **Travel**

No travel expenses will be reimbursed.

- **Official languages**

The contractor must be able to provide staffs that are able to communicate and draft documents in English or in French.

2. Security Requirement

There are no security requirements related to this request.

3. Trade Agreements

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

4. Optional site visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **the Canadian Space Agency (CSA) (6767 route de l'Aéroport, Saint-Hubert Québec J3Y 8Y9) on May 26, 2022 at 10:00 am.**

This site visit is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The person(s) who attend must be fully vaccinated against COVID-19, or, for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada.

Bidders must communicate with the Contracting Authority **no later than May 24, 2022 at 10:00 am** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders must also complete and submit the following certification: **COVID-19 Vaccination Requirement Certification – ANNEX F of this document.**

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the above certification as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

5. 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."

6. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is **\$22,000.00**, Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. An amount of \$22,000.00 before taxes will be allocated for first optional year of the contract, \$23,000.00 for the second one, \$24,000.00 for the third one and \$25,000.00 for the fourth one.

This disclosure does not commit Canada to pay the maximum funding available. Bids valued in excess of this amount will be considered non-responsive.

7. 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.

8. Recourse for suppliers with respect to the Procurement Process

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts. Regardless of the forum to which a supplier brings a complaint,

there are strict timelines for filing complaints. Additional information is available on the Canadian Purchasing and Sales website at www.achatsetventes.gc.ca under the "Supplier Complaint Process" tab.

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.

1.1. SACC Manual Clauses

The document 2003 (2022-03-29) - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. [Section 1.2003 - Standard Instructions - Goods or Services - Buyandsell.gc.ca](https://buyandsell.gc.ca/section-1.2003-standard-instructions-goods-or-services-buyandsell.gc.ca)

1.2 Vaccination Requirement - SACC Manual Clause [A3080T](#) (2021-11-29)

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive

1.3 Aboriginal Business Certification – [A3000C](#) (2014-11-27) (If Applicable)

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

For additional info, please consult Part 5 - Certifications and Additional Information.

2. Submission of Bids

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.

Bids must be submitted ONLY TO:

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

Epost connect service information: Section 08 (2022-03-29) - Transmission by epost Connect of document 2003 (2022-03-29) – Standard Instructions - Goods or Services - Competitive Requirements
[Section 1.2003 - Standard Instructions - Goods or Services - Buyandsell.gc.ca](#)

Or

- ❖ By Fax **819-997-9776**

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

DO NOT COPY THE CONTRACTING AUTHORITY

3. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority melanie.seguin@asc-csa.gc.ca **no later than three (3) 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. 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 QUEBEC**.

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.

5. 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately sections as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

a) use a numbering system that corresponds to that of the Request for proposal

❖ **If Submitted by** epost Connect service: <https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>

3 separate documents

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements.

Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

Bidders should review Contract Cost Principles 1031-2 - <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/1031-2/6> for a description of allowable

costs.

Bidders must submit their financial bid in accordance with the Basis of Payment and the **Annex B** - Pricing. The total amount of Goods and Services Tax must be shown separately, if applicable.

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

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: 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. Evaluation Criteria

2.1 Mandatory Criteria (SEE TABLE #1)

At Bid closing time, the Bidder must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.
Any Bid which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

3. Financial Evaluation

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

4. Basis of Selection – Lowest Price Per Point

1. Conditional set-aside (Procurement Strategy for Aboriginal Business)

The tender will be set-aside under the Government of Canada's Procurement Strategy for Aboriginal Business (PSAB) if two or more bids have been received from businesses that have provided a PSAB certification and that are listed as Aboriginal Businesses in Aboriginal Business Directory (http://www.ic.gc.ca/eic/site/ccc_bt-rec_ec.nsf/eng/h_00011.html). A business that is not already listed in the Aboriginal Business Directory may become listed, if it meets the PSAB criteria, by using the link provided above. If bids from two or more Aboriginal Businesses are compliant with the terms of the Request for Proposal, the Contracting Authority will limit the competition to those Aboriginal businesses and will not consider bids from any non-Aboriginal Businesses that may have been submitted. If the bids from the Aboriginal Businesses are found to be non-responsive or are withdrawn, and less than two responsive bids with a valid PSAB certification remain, all bids will be evaluated.

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

TABLE 1 – POINT RATED TECHNICAL CRITERIA (PC)			
The bidder must provide a letter of reference: this letter may be prepared by the bidder and signed by the referee. Bidders who do not meet the minimum mandatory score will be declared non-compliant.			
	Description	Scoring scale	Score awarded
PC 1 – Recent experience** of the company	<ul style="list-style-type: none"> 1 customer reference* serviced for at least 1 year, from a public building of at least 4 floors 	25 points	Pass mark : 35 points
	<ul style="list-style-type: none"> 2 references* from a customer serviced for at least 1 year, from a public building of at least 4 floors 	35 points	
	<ul style="list-style-type: none"> 3 references* from a customer serviced for at least 1 year, from a public building of at least 4 floors 	45 points	

** "Recent experience" must be within the last five (5) years.

*A reference must include ALL of the following information. If any of the information is missing, the reference will not be considered receivable.		
		Verification (Yes/No)
1	The period of the mandate	
2	Type of company	
3	The location of the mandate	
4	The number of floors in the building	
5	The service offered during the mandate	
6	Name and address of the referrer's company	
7	Contact information of the referrer (name, phone and email)	
8	Demonstration by the referrer that the bidder is able to successfully perform and manage the responsibilities outlined in the scope of services: <ul style="list-style-type: none"> - Cleaning the interior of all windows on all levels - Cleaning the exterior of all windows on all levels - Cleaning of panels - Applying a spider control product - Dusting and cleaning of models and window ledges - Cleaning of interior and exterior window's ledges 	

➤ **Total Score – Point rated technical criteria (PC)**

PC-1 – Recent experience of the company	/ 45
Total Score	/ 45

The evaluation committee will contact the client of the referenced project to validate the information provided. At the time of evaluation, reference statements for which the reference cannot be contacted **within ten (10) working days** will also be considered invalid

The following table shows an example where all three bids are responsive and contractor selection is based on a lowest price per point.

	Bidder 1	Bidder 2	Bidder 3
Evaluated price of the bid	80,500.00 \$	93,000.00 \$	75,000.00 \$
Score	45	45	35
Price per point	$80,500.00 \$ / 45 = 1.79$	$93,000.00 \$ / 45 = 2.06$	$75,000.00 \$ / 35 = 2.14$
Global evaluation	1 ^{er} winner	2 ^e	3 ^e



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.

Bidders **MUST** provide the following completed **certifications with their bid: 1.1 à 1.9**

IF APPLICABLE, to be considered for the Procurement Strategy for Aboriginal Business (PSAB) component, bidders **MUST** provide the following completed **certification with their bid: 1.10**

1.1 Certification – Contract

SACC Manual Clause [A3015C](#) (2014-06-26)

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

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 Annex E - 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 Annex E - 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 COVID-19 vaccination requirement certification

SACC Manual Clause [A3081T](#) (2021-11-29)

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract. . (See Annex J - Certification of COVID-19 Vaccination Requirement)



1.7 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.

1.8 Procurement Business Number

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): _____

1.9 Certification – Bid

SACC Manual Clause [A3015T](#) (2014-06-26)

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive

1.10 Set-aside for Aboriginal Business

SACC Manual Clause [A300T](#) (2014-11-27)

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.



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4. The Bidder must check the applicable box below:
 - i. () The Aboriginal business has fewer than six full-time employees.
OR
 - ii. () The Aboriginal business has six or more full-time employees.
 5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
 6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete. (Complete **Annex H - Owner/Employee Certification - Set-aside for Aboriginal Business**)

CERTIFICATION SIGNATURE

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

- 1.1. Certification – Contract
- 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. COVID-19 Vaccination Requirement Certification
- 1.8. Procurement Business Number
- 1.9. Certification – Bid
- 1.10. Set-aside for Aboriginal Business

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. Priority of Documents

The documents specified below will form part of and will be incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears must prevail over the wording of any document which subsequently appears on the list.

- the Articles of Agreement;
- Annex A, Clauses and Conditions
Supplementary Conditions
 - **4013 (2021-11-29)** Compliance with on-site measures, standing orders, policies, and rules
 - **4014 (2021-11-29)** Suspension of the work
- General Conditions:
 - **2010C (2022-01-28)**, Services (medium complexity)
- Annex B, Basis of payment
- Annex C, Statement of Work (SOW)
- Annex E, Performance Evaluation
- the Contractor's proposal dated _____

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "____" and the Contractor's technical bid dated _____.

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>

3.1 General conditions

2010C (2021-12-02), Services (medium complexity)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/20>

3.2 Supplementary Conditions

4013 (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

4014 (2021-11-29) Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting



Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) *Default by the Contractor* or *Termination for convenience* of general conditions 2010C.

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

4. Security Requirements

There are no security requirements associated with this request.

5. Term of Contract

From Contract Award date to March 31, 2023.

5.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by an **additional four (4) years period** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in appendix B Terms of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6. Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ _____ *insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7. Methods of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

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 the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

One (1) copy must be forwarded to the following address asc.facturation-invoicing.csa@canada.ca for certification and payment

CANADIAN SPACE AGENCY
9F030 – FINANCIAL SERVICES
Security and Facilities
facturation-invoicing@asc-csa.gc.ca

One (1) copy must be forwarded to the Business owner

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 _____. (*Insert the name of the province or territory.*)

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 the Contract is:

Mélanie Séguin
Procurement and Contract Administration
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, QC



Canada J3Y 8Y9
Telephone: 438-364-1399
E-Mail: melanie.seguin@asc-csa.gc.ca

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

12. Business owner

To be inserted at contract award.

Name: TBD
Title: Senior Engineer, Project Management
Space Utilization
Canadian Space Agency
Address: 6767, Route de l'Aéroport
St-Hubert, Québec, J3Y 8Y9
Telephone: (450) 926-
E-Mail: @asc-csa.gc.ca

The Business owner 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 Business owner, however the Business owner 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: XXX-XXX-XXXX
E-Mail: XXX.XXXX@

14. Performance Evaluation

Contractor should take note that the performance of the Contractor during and upon completion of the work should 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 ANNEX D.

15. 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.



16. 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.

17. Insurance Requirements

Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

18. Recourse for suppliers with respect to the Procurement Process

Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. There are several mechanisms available to suppliers to address concerns they may have related to federal government procurement, such as: the Office of the Procurement Ombudsman (OPO), the Canadian International Trade Tribunal (CITT), the Competition Bureau, and before the Federal Court of Canada and any of Canada's provincial superior courts. Regardless of the forum to which a supplier brings a complaint, there are strict timelines for filing complaints. Additional information can be found at Canada's Buy and Sell website at www.buyandsell.gc.ca under the heading "Supplier Dispute Management Process".

19. Contract Clauses

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.

20. Contract clause - 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.



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 annual rate, all inclusive** (travel, labor, tools, equipment and services and consumables required for all inspections, testing, cleaning and maintenance services as well as administration and profit of the company) (in Cdn \$).

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 National Capital Region (NCR) and the Canadian Space Agency (CSA) in St-Hubert. The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- (b) any travel expenses for travel between the Contractor's place of business and the NCR and the CSA; and
- (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

Table 1 – Basis of Payment / Pricing					
	Initial year Contract award date to March 31, 2023	Option year 1 April 1 st 2023 to March 31 2024	Option year 2 April 1 st 2024 to March 31 2025	Option year 3 April 1 st 2025 to March 31 2026	Option year 4 April 1 st 2026 to March 31 2027
1) Annual Firm Price for cleaning of Area 1 – June/July	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year
2) Annual Firm Price of all building – September/October for Area 1 and Area 2	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year
3) Annual Firm Price for Applying a spider control product of Area 1 (2 times per year)	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year	_____ \$ /year



Total (\$ CAD)					
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The evaluation will be done for the total of the five years.



ANNEX C

STATEMENT OF WORK (SOW)



See plans attached to this request for proposal

Overall objective

Provide the equipment, materials and workers required to clean the windows and exterior siding at the John H. Chapman Space Centre.

Description of the work

The work includes, but is not restricted to the following, in accordance with the specifications below and the attached drawings:

Window cleaning area (area 1)

To be performed once while cleaning all building windows

To be performed once in the month of June/July

- Cleaning the exterior of all windows in the area (indicated in the drawing), without exception, on all levels of the building. The bottom ledges of the windows must also be cleaned.
- Cleaning all panels of the large rotunda (main entrance) and the small rotunda (secondary entrance), including those on each side, ten metres in width, on all levels of the building.
- Applying a spider control product on all levels of the building which complies with current federal and provincial standards, with the exception of the two gardens, for which we require application on the first level only. The application must be coordinated with the window cleaning so that the windows are not dirtied after they have been cleaned. The technical sheet and safety data sheet of the proposed product must be presented and approved by the CSA representative before the start work.

All building windows including the work requested for Area 1

Maintenance to be performed once a year

- Cleaning the interior and exterior of all windows on all levels, without exception.
- **Cleaning all panels** of the large rotunda (main entrance) and the small rotunda (secondary entrance), including those on each side, ten metres in width, on all levels of the building.
- Cleaning the interior and exterior windows on all levels of the two main entrances (rotundas).
- Specifications for cleaning the interior of the main entrances (rotundas): The contract requires dusting and **cleaning of models and window ledges**. There must be no trace of water or dust left following the cleaning. Note that the window ledges are wider than standard. Close attention must be paid to accurately evaluate our needs.
- All interior and exterior window ledges must be cleaned to remove any residue or dirt present. So pole cleaning will not be accepted, except those on the second and third levels of the gardens where lifting equipment cannot access.

A drawing of the building has been provided in **Document B** to help gauge the scope of the project (paper size 24" x 36" is required to print). However, we recommend that you visit the facilities in person to properly evaluate the requirements. Missing details or a lack of information in the drawings will not



be considered a sufficient reason for requesting an increase in the price of the contract or for reducing the scope of the work identified in this section.

Work schedule

The work in the window cleaning area (Area 1) must be carried out in early June.

Application of chemical to kill spiders in Area 1 must be co-ordinated during the same period.

The cleaning of the entire building including Area 1 must be carried out between September 15 and October 15.

- All of the work must be planned with the person responsible from CSA at least one week in advance.
- The interior windows must be cleaned on Saturdays and Sundays between 7:00 a.m. and 9:00 p.m. under the supervision of security guards. The contractor must submit a schedule at least one week before the work is to begin. The cleaning must be carried out in as little time as possible to avoid unnecessary security guard fees.
- The work in the areas behind the building must be carried out when the ground is dry enough to support the equipment, and access ways that support the equipment must be used. Operation of the equipment on the lawn must be reduced to a minimum and done as carefully as possible.
- The work must be carried out within a short time frame. Ten days is acceptable for exterior cleaning of windows, and a maximum of six days is acceptable for indoor window cleaning.

Contractor's responsibilities

The contractor is responsible for carrying out the work without damaging the building or the grounds. Before starting the work, the person responsible from CSA and the individual sent by the contractor must tour the site to identify damaged areas. The cost of repairing any additional damage resulting from the work will be assumed by the contractor.

The contractor must ensure the presence of a foreman throughout the duration of the work who will be responsible for leading these teams and coordinating the work with the CSA representative.

Cleaning of the windows on the second and third levels of the interior gardens must be carried out using an elevating device. Ladders must not be used.

The contractor must use recommended products that will not damage the surface of the panels.

Cleaning of the windows of the interior garden must be done carefully so as not to damage the plants in the planters.

The contractor is responsible to keep a daily approbation approved by a CSA representative. The work will be billable only when all cleaning is completed and with a written proof of service sign by a CSA representative.

Equipment provided by the Agency

The Agency will provide an elevating device of a maximum height of 13 metres, and another with a maximum height of 7 metres, **to complete the work inside the rotundas only.**



Health and safety

Carry out the work using recognized and safe work methods.

Provide a copy of the training cards for use of the platform lift to the CSA representative for each workers assigned to the equipment. The contractor is responsible to producing this evidence before the start of work.

The CSA's procedure for working at heights (**see Document A – Work-at-height Program**) shall be followed and applied by all of the contractor's staff. Failure to follow this procedure may result in the work being halted. Before starting the work, the CSA representative will send the contractor the health and safety undertaking specific to the work. The contractor shall read it. Once the action plan has been accepted and signed by both parties, the contractor is responsible for distributing it to his or her employees and subcontractors assigned to the work, and agrees to comply with the provisions of the action plan throughout the contract period.

Corporate security

Ensure that the workers selected to perform the work and who will have access to the Space Centre agree to comply with the Canadian Space Agency's corporate security regulations.



ANNEX D

Performance Evaluation Report



Contract #:		
Contractor's Name:	Award Amt:	Award Date:
Contractor's Address:	Final Amt:	End Date:
	Total Spent:	
	TA Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work:	Amendment History:	
Client Department:		
Project Authority	Procurement Authority	PWGSC Contracting Authority
Name:	Name:	Name:
Telephone #:	Telephone #:	Telephone #
e-mail:	e-mail:	e-mail:
<p>1. How do you rate the Contractor's overall performance?</p> <p><input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations</p> <p>2. Resources</p> <p>a. Did the Contractor provide the resources as identified in their Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Did the Contractor's resources conduct their work in a professional manner? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Were replacement resources required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Replacement Resources</p> <p>a. Did the Contractor's request to replace the resources immediately after Contract Award? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Replacement Resources meet the requirements of the RFP? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>c. How many times were the Contractor's resources replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>4. Was the Contract completed within the predetermined:</p> <p>a. Time Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Cost Estimate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Were the required Reports and Deliverables:</p> <p>a. In conformity with the Scope & Tasks of the SOW <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Received in the specified time frame? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Contract Management</p> <p>a. Did the Contractor deal with performance issues in a timely basis? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Did the Contractor submit the invoices in accordance with the Basis of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Did the Contractor submit the invoices in accordance with the Method of Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Did the Contractor respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>f. Did the Contractor properly respond to every TA Request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>7. Remarks</p>		



ANNEX E

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	



ANNEX F

COVID-19 Vaccination Requirement Certification



COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of _____ (*name of business*) pursuant to **9F030-20-0548** warrant and certify that all personnel that _____ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in



accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



ANNEX 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.



ANNEX H

Owner/Employee Certification - Set-aside for Aboriginal Business (IF APPLICABLE)



If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date