



<p>RETURN BIDS by : RETOURNER LES PROPOSITIONS Par :</p> <p>Service Connexion de la Société canadienne des postes (SCP) / Canada Post Corporation's (CPC) Connect service</p> <p>Or / ou</p> <p>Fax : 819-997-9776</p>	<p>Title / Titre DFL Elevator Maintenance</p>
	<p>Solicitation No. / N° de l'invitation 9F023-23-0068</p>
	<p>Date : September 22, 2023</p>
	<p>Solicitation Closes / L'invitation prend fin At / à : 2 :00 PM, EDT On / le : October 12, 2023</p>
	<p>Address Inquiries to : / Adresser toute demande de renseignements à : Jean-David Leblanc Phone / Téléphone : 873-355-9953 Email / Courriel: jean-david.leblanc@asc-csa.gc.ca</p>
<p>REQUEST FOR PROPOSAL (RFP) / DEMANDE DE PROPOSITION (DDP)</p> <p><i>Offer to: The Canadian Space Agency We hereby offer to provide to Canada, as represented by the Canadian Space Agency, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.</i></p> <p><i>Offre à: L'Agence spatiale canadienne Nous offrons par la présente de fournir au Canada, représenté par l'agence spatiale canadienne, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.</i></p>	<p>Destination of Goods, Services, and Construction / Destination des biens, services, et construction Canadian Space Agency David Florida Laboratory 3701, avenue Carling, building n° 65, Ottawa (Ontario)</p>
	<p>TO BE COMPLETED BY THE BIDDER (type or print) A ÊTRE COMPLÉTÉ PAR LE SOUMISSIONNAIRE (taper ou écrire en caractères d'imprimerie)</p>
	<p>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</p>
	<p>Phone No. / No. de telephone</p>
	<p>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</p>
<p>Signature & Date:</p>	

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- Annex A - - Statement of Work (SOW)
- Annex B – Basis of Payment
- Appendix 1 to Annex B – Pricing Form
- Annex C – Evaluation Criteria
- Annex D – Performance Evaluation Report
- Annex E – Integrity Form

PART 1 - GENERAL INFORMATION

1.1 Security requirements

There are no security requirements associated with this requirement.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Canada Post Corporation's (CPC) Connect service

This bid solicitation allows bidders to use the CPC 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.

1.5 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 Technical Difficulties of Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

(i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR

(ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

2.1.2 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

That certifications and securities required at bid closing are included.

1. That bids are properly signed, that the bidder is properly identified.
2. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
3. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

4. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using Canada Post Corporation's (CPC) Connect service for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.pareceptiondessaoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Or

by fax at **819-997-9776**

2.3 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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 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.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

2.7 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

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment on Annex B. For bidding purposes, the bidder must use the Appendix 1 to the Annex B.

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.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex C – Evaluation Criteria

4.3 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$

Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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.

Certifications Required with the Bid

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

5.1 Certification – Contract

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

5.2 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.

5.2.1 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.

5.2.2 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.

5.2.3 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.

5.3 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.

5.4 Federal Contractors Program for Employment Equity

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.5 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.

5.6 Insurance Requirements

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.

5.7 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.

5.8 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.

5.9 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): _____

5.10 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

CERTIFICATION SIGNATURE

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

- 5.1 Certification – Contract
- 5.2 Former Public Servant
- 5.3 Proactive Disclosure of Contracts with Former Public Servants
- 5.4 Integrity Provisions – List of Names
- 5.5 Federal Contractors Program for Employment Equity
- 5.6 Insurance Requirements
- 5.7 Ineligibility and Suspension Policy
- 5.8 Education and Experience
- 5.9 Procurement Business Number
- 5.10 Certification – Bid

Signature

Date

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

Phone : _____ E-Mail : _____

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

4013 (2022-06-20) Compliance with on-site measures, standing orders, policies and rules, <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4013/2> apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of contract is from one year from the date of contract award

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one year period(s) under the same 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 the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jean-David Leblanc
Title: Contracting Agent
Address: Canadian Space Agency
6767 route de l'Aéroport,
Saint-Hubert, QC,
Canada J3Y 8Y9
Phone :877-355-9953
E-Mail: jean-david.leblanc@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Agency: Canadian Space Agency
Address: 6767 route de l'Aéroport, Saint-Hubert, QC, Canada J3Y 8Y9
Phone: ____ ____ _____
E-mail address: _____

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.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Telephone: ____ ____ _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment -Basis of Payment - Limitation of expenditure

For the Work described the Statement of Work in Annex C, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a limitation of expenditure of \$_____ (to be inserted at contract award) Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the Contract expiry date, or
- c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.6.2 Method of payment - Monthly

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.

6.6.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

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 sent by e-mail as follows:

- To Canadian Space Agency financial services, indicating the contract number

CANADIAN SPACE AGENCY

9F023 – DFL installation

E-MAIL : facturation-invoicing@asc-csa.gc.ca

And to the Project Authority identified under paragraph 6.5.2

6.8 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>

6.9 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.

6.10 Insurance requirements

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.

6.11 Applicable Laws

The 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 as specified by the Bidder in its bid, if applicable).

6.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) **2010C** (2022-12-01), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (insert date of bid).

6.13 Office of the Procurement Ombudsman clause

6.13.1 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.

6.13.2 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.

ANNEX "A"
STATEMENT OF WORK

1. BACKGROUND:

The David Florida Laboratory (DFL) is Canada's national facility for the assembly, integration and environmental testing of satellites and other space-based hardware. Located in Ottawa, its facilities include three large "clean" rooms which offer a controlled environment for the assembly of satellites and other space hardware; a range of thermal vacuum chambers and an infrared testing system for verifying the thermal design and workmanship of spacecraft; vibration plus model analysis and static load testing for the qualification of the structural aspects and launch simulation. Anechoic chambers, shielded rooms and antenna ranges allow for the evaluation of antennas and communications payloads, while facilities for spacecraft mass properties measurement provide mass, mass moments of inertia, and static and dynamic balance testing. The DFL facilities are available on a fee-for-service basis to both the Canadian and international space community

2. OBJECTIVE:

Provide complete elevator maintenance service to the David Florida Laboratory/Canadian Space Agency, located at 3701 Carling Avenue, Building No.65 in Ottawa, Ontario, in accordance to the CSA B44-94 safety codes for elevators at the requested time frequency and to the sub-section descriptions requirements.

3. TECHNICAL SPECIFICATIONS

Elevators descriptions					
		Manufacturer and model	Type	Installation No.	Capacity (lbs/kgs)
ELEVATOR-1	Passenger	Schindler	Pass/Trctn	64499566	3500/1590
ELEVATOR-2	Passenger	ThyssenKrupp	Pass/Hrdr/Trctn	64701710	2500/1134
ELEVATOR-3	Freight	ThyssenKrupp Automation JRT	Frt/ Hydr	33123	16000/7257
ELEVATOR-4	Freight	MotionContol	Frt/ Hydr	23042	3000/1361

3.1. COPIES OF DRAWINGS:

One (1) set of wiring diagrams for each type of elevating device will be provided, to the Contractor, by the Project Authority and must not be removed from the property by either party.

The Contractor must keep the drawings updated to any changes.

4. PARTS

4.1. EQUIPMENT AND ACCESSORIES COVERED UNDER THIS CONTRACT:

1. The Contractor is responsible for the adjustment and repair of the complete conveying equipment installation. Coverage of all elevator-trade installed accessories including, but not limited to, the following:

Elevators and Lifts

air-cord; anodes; aprons; armatures; astragals; Babbitt; ballasts; balustrades; batteries; battery-lowering; bearings; belts; brakes; brackets; brush-holders; brushes; buffers; bulbs; buttons; cab sills; cabinets; cables; capacitors; car-sill; cathodic-systems; chains; chokes; circuit-boards; clamps; clutches; coils; commutators; compensation; computers; conductors; conduit; contactors; controllers; controller cooling; counterweights; CPUs; Crosbys; cylinders (above ground) ; decking; dispatchers; displays; door-closers; door-detectors door-operators; drives; eccentrics; emergency-lights; EPROMs; fans; fascia; fasteners; filters; floor plates; flywheels; drive shafts; fuses; gate-valves; gears; generators; gibs; governors; grease; guides; hatches; heads; hinges; hydraulic-fluid; idlers; infrared detectors; integrated circuit modules; isolators; key-switches; lamps; LEDs; limit and safety switches; linings; linkages; linkages arms; load-weighing; locks; lubricants; lubrication-systems; machines; magnets; mechanical safety edges; microprocessors; monitoring-systems; monitors; motor-drives; motors; mufflers; oil; oil-coolers; oilers; oil-line; overloads; packings; phase-protection; photo-eyes; pick-ups; piping; pistons; platforms; plugs; plungers; plunger-grippers; power-supply; printed circuit boards; pulleys; pumps; push-buttons; rails; relays; resistors; restrictors; retainers rollers; rope grippers; ropes; rotors; safety/tiller rope; safety-edges; safety-planks; scavengers; SCRs; seals; selectors; sensors; shackles; shafts; sheaves; shims; shoes; shutoff-valves; site-guards; skirts; slings; slippers; sockets; software; solenoids; speakers; spiders; springs; sprockets; stabilizer systems; static unit; stators; step chains; steppers; steps; stop-rings; suspension-systems; switches; tachometers; tanks; tape-heads; tapes; telephones; tensions carriage; thrusts; top-of-car-stations; top-of-car-railings; stations tracks; transformers; transistors; transmissions; travelling-cables; trough; valves; VF-drives; Victaulic couplings; voice-annunciation; wedges; welds; windings; wire-ropes; wiring and worms (If replacement is required an estimate of material cost and labour must be provide before work is started. This estimate must be approved in writing by CSA)

2. The following items are not included in the contract, and as such, The Contractor will not be held responsible for the maintenance of this equipment:

buried piping; car enclosure; car lighting that is accessible from the cab interior; floor coverings; handrails (except tightening when only accessible from hoistway); hoistway enclosure; hoistway frames and threshold portion of hoistway door sills; inground hydraulic cylinders; suspended ceilings

5. SCOPE OF WORK:

Under this contract, the contractor is responsible to the complete periodic elevator maintenance for elevators located at 3701 Carling Avenue, Building No.65 in Ottawa, Ontario as well as maintaining the stocks of spare parts required by CSA and listed herein.

6. TASKS:

6.1. GENERAL TASKS:

1. The Contractor must perform routine preventive maintenance on each elevating device, as outlined herein, at least monthly.
2. The Contractor must provide routine maintenance examinations in accordance with the applicable legislation and as follows:
 - 2.1 At least once per month, The Contractor must examine, clean, adjust, and lubricate all electrical and mechanical components of the elevating devices.
 - 2.2 For the purpose of performing preventive maintenance procedures, The Contractor must provide the following minimum visits and labour for each device:

For hydraulic elevators: estimated time of 1 hour each month
For traction elevators: estimated time of 2 hours each month

The frequencies listed above shall exclude major repairs, annual safety tests, and time dedicated to assist the CSA, CSA's representative, or The Consultant.

3. All mandatory annual and five (5) year tasks must be carried out by a service crew and not by the route mechanic. The requirement to carry out service crew work is not to interrupt the timely completion of routine maintenance.
4. For all annual, three (3) year and five (5) maintenance tests, schedules are to be submitted for each calendar year. Any changes to the schedule for these intervals are to be submitted for approval to CSA at least two (10) business days before the scheduled event. In the event that changes are made to the schedule, an updated schedule is to be submitted to CSA within (2) business days.
5. In the event of booked vacation or sickness, The Contractor must provide alternate or backup technicians to ensure that there are no missed planned inspections or equipment servicing visits.

6.2. MAINTENANCE CONTROL PROGRAM:

1. The Contractor must provide a written Maintenance Control Program for each device, based upon monthly preventive maintenance reviews, to maintain the equipment in compliance with the requirements of this document, CAD 295/22 (or latest amendment) and Section 8.6 of the B44 Code.
2. The Maintenance Control Program includes but is not limited to:
 - a. Examinations and maintenance of equipment at scheduled intervals in order to ensure that the installation conforms to the requirements of this document. The maintenance procedures and intervals must be based on:
 1. equipment age, condition, and accumulated wear
 2. design and inherent quality of the equipment
 3. usage
 4. environmental condition

- 5.improved technology
- 6.the manufacturer's recommendations for any SIL rated devices or circuits

- b. Cleaning, lubricating, and adjusting applicable components at regular intervals and repairing or replacing all worn or defective components where necessary to maintain the installation in compliance with the requirements of this document.
- c. Tests of equipment at scheduled intervals to ensure that the installation conforms to the requirements of this document.
- d. All Code required written procedures (e.g., check out, inspection, testing, and maintenance).
- e. The instructions for locating the Maintenance Control Program must be provided in or on the controller, along with instructions on how to report any corrective action that might be necessary to the responsible party.
- f. The logbook must be kept at a central location in the machine room, control room, control space, or at the device location. If it is kept in another location in the building, a notice will be posted in the machine room indicating the alternate location.
- g. The Maintenance Control Program must be accessible to the elevator personnel and must document compliance to the Code and this document.
- h. The Maintenance Control Program must be edited for clarity, including the removal of all tasks not applicable for a given unit.

6.3. SYSTEMATIC MAINTENANCE:

1. As a minimum, The Contractor must carry out inspections and tests in accordance with this document and the following:
 - a. Latest edition of ASME 17.1/CSA B44 Safety Code for Elevators and Escalators, including latest Supplement
 - b. CSA Standard B44.2 Maintenance Requirements and Intervals for Elevators, Escalators, Dumbwaiters, latest Supplement
 - c. Elevating Devices Code Adoption Document, including all latest amendments
 - d. Technical Standards and Safety Act
 - e. Provincial Regulations for Elevating Devices
 - f. ASME A17.6 - Standard for Elevator Suspension, Compensation and Governor Systems
 - g. Provincial Regulation for Certification and Training of Elevating Devices Mechanics
 - h. All active Provincial rulings and Orders
 - i. Maintenance Control Program (MCP)
2. During each examination, The Contractor must ride the device to note the general operation, including floor levelling, smooth movement of cabs, correct operation of car and hall stations, operation of car lighting, operation of indicator lights/lanterns/gongs, elevator door movement, and functioning of door protective devices.
3. During each examination, The Contractor must pay particular attention to relays and switch contacts known to require frequent replacement.
4. During each examination, The Contractor must correct obvious malfunctions or hazards to the safety of passengers.
5. The Contractor must replace all guarding upon completion of maintenance tasks and prior to leaving the site.
6. The Contractor must carry out TSSA-mandated monthly, annual, and sixty (60)-month interval tasks as required by the date of the last logged completion, including completing tasks left as due or overdue under any previous contract for elevator maintenance.

6.4. MONTHLY INTERVALS

The Contractor must perform the following tasks:

1. Ride elevators to note operation such as levelling, car station operation, car lighting, fan, door operator, and door protective devices.
2. Inspect all hoistway door interlocks, pick-up rollers, and assemblies. Make any necessary adjustments, lubrication, and replacements to door operators, chains, hangers, and tracks.
3. Remove covers and inspect car gate electrical contacts.
4. Inspect and test car door reopening devices for force and kinetic energy.
5. Check roller guides or guide shoes for tightness and coverage.
6. Check and replace any defective signal lamps.
7. Check and adjust levelling accuracy of cars, including pre-opening.
8. Check and adjust car ride qualities.
9. Inspect car and hoistway door eccentrics and hoistway door retainers.
10. Inspect car door clutch, retiring cam, and related fastenings.
11. Visually review mechanical and electrical rotating equipment for excessive vibrations, metal filings, unusual noises, clearances, unusual heat generation, electrical arcing, brush wear, brush chatter, and poor electrical commutation.
12. Inspect and adjust or replace any defective or loose lower guides on car and hoistway doors.
13. Inspect pit for presence of water or oil – notify the CSA in writing.
14. Perform a visual review of machine room equipment, including controller components, motor, machine, brake, drive, governor, and power unit.
15. Check for lubricant leaks and check all visible lubricant levels, including worm and bearings.
16. Observe selectors for proper operation. Lubricate sheaves and carriage tracks and replace worn guides. Clean oil pan reservoir. Clean and apply a light film of oil on tape, cable, or chains. Check for proper contact wipe. Check and replace worn cams and contacts. Check wiring harnesses and connections.

6.5. TWO-MONTH INTERVALS

The Contractor must perform the following tasks:

1. Thoroughly clean off car top and crosshead.
2. Clean the pit.

6.6. THREE-MONTH INTERVALS

The Contractor must perform the following tasks:

1. Check tension and fastenings of all wire ropes, including shackles, wire rope clips, and rods. Equalize ropes and tighten any fastening. Ensure rope clips are not rubbing against each other. Verify proper operation of residual strength means.
2. Check car and hall stations for fastenings and condition of buttons.
3. Test the car emergency lighting system.
4. Check safety gear linkages, including pivots and joints. Check system for free movement.
5. Inspect and test operation of hoistway access switches.
6. Examine governor and operate by hand to verify correct operation.
7. Check operation of slack rope switches.
8. Check operation of low-pressure switches, low oil sensor, runtime sensors, and thermal protection of motor and/or hydraulic fluid.

6.7. SIX-MONTH INTERVALS

The Contractor must perform the following tasks:

1. Vacuum or blow out controllers, front and rear.
2. Check voltages of controller components.
3. Check fastenings, operating rollers, and cams of all hoistway limits and safety operating switches.
4. Check car and counterweight shoes/guides for wear; change if necessary.
5. Thoroughly inspect all buffers and buffer fastenings in the pit. Report on any damaged or badly rusted equipment.
6. Check hoist rope length to determine if the ropes have stretched, preventing the car from reaching the top floor stopping limit when the counterweight reaches the buffer in the pit. Take necessary immediate action to correct.
7. Inspect all hoistway and car door hangers, interconnecting means, and closing devices.
8. Verify operation of door restrictors.

6.8. TWELVE-MONTH INTERVALS

The Contractor must perform the following tasks:

1. Carry out Category 1 tests as identified in Code Adoption document.
2. Check top of all main rails to verify that rails are not in contact with top of hoistway. Take corrective action where required.
3. Dismantle machine brakes, clean linings and pulley, lubricate all pins and, if applicable, the magnet cores.
4. Inspect total length of travelling cable for wear and travelling cable hangers for tightness.
5. Check all wire ropes for breakages, loss of diameter, and tension. The ropes must be lubricated if necessary, and must be renewed if any of the following conditions exists:
 - a. for drum machines, 12 distributed breaks in any rope or 8 breaks in one or two strands of a lay;
 - b. for rusted ropes, replace when fifty percent (50%) of the breaks listed above occur;
6. Clean down all hoistway equipment, including hoistway ledges and projections, lubricate all hangers, and check brackets, rail fastenings, and entrance fastenings.
7. Inspect door operator motor brushes and clean and change brushes if necessary. Inspect all door operator linkages and lubricate at pivot points.
8. Have competent supervisory personnel inspect the installation to determine if examiner is performing properly and that all work has been in accordance with specifications. This examination is to include tachometer test of speeds in both directions and any necessary adjustments made to obtain original contract speeds in keeping with safe practice.
9. In the presence of CSA's representative, demonstrate:
 - a. 1. firefighter's service and emergency service
 - b. 2. audio equipment
 - c. 3. emergency power operation
 - d. 4. attendant operation, independent service operation and any other emergency service operation
 - e. 5. dispatching features, together with door protection features
10. Test all redundancy circuits to verify their proper operation. Record results of test in logbook.
11. Test the emergency recall operation to recall floor and in-car emergency service for proper operation.
12. Clean and test safety switches.
13. Verify traction monitoring system.
14. Test car safeties.
15. Test the relief valve setting for compliance. Reseal valve if seal is broken.
16. Visually inspect exposed portions of hydraulic cylinders. Cylinders which are not exposed must be tested for leakage.

17. Check and adjust valves as per manufacturer's recommendations.
18. Verify operation of plunger grippers.
19. Check cathodic protection provisions to ensure proper operation. Where monitoring unit shows a fault condition, advise CSA in writing of this condition. Repair or replacement of defective corrosion protection provisions is not included under the scope of this Work.
20. Measure working and relief pressure of hydraulic system. Clearly and permanently post results on the power unit or controller.

6.9. THIRTY-SIX-MONTH INTERVALS

The Contractor must perform the following tasks:

1. Carry out Category 3 tests as identified in Code Adoption document.
2. For geared machines, drain the gear case oil, flush out gear case, refill with new approved type gear oil. Record oil change in logbook.

6.10. SIXTY-MONTH INTERVALS

The Contractor must perform the following tasks:

1. Carry out Category 5 tests as identified in Code Adoption document. Equipment or building damage resulting from these tests will not be the responsibility of The Contractor if the tests were carried out with due diligence. This provision is accepted by both parties as negating the need for a test waiver.
2. Wash off all elevator machinery in machine room. Paint all machinery with Low Odour machinery enamel in existing colour.
3. Test governor pull-through force to verify that the governor rope pull-through force is at least sixty-seven percent (67%) greater than the force required to activate the safety or to trip the governor-rope releasing carrier, and not greater than twenty percent (20%) of the ultimate strength of the governor rope.
4. Test safeties and governors with rated load in car.
5. Test machine brake with one hundred and twenty-five percent (125%) load in car (or as required by Code). Verify the brake setting in accordance with the information posted on the brake setting data plate.
6. Test governor pull-through force each time that the seal on the governor is disturbed or if there is indication that the pull-through force does not conform to Code, and after the governor rope is replaced.
7. For installations where a "life jacket" hydraulic plunger safety device is installed, test the overspeed and loss of pressure devices with the full load in the car, as per manufacturer's recommendations and procedures.
8. Test the overspeed valve (where provided) for compliance. Reseal valve if seal is broken.
9. Check condition of hydraulic fluid through laboratory analysis and replace as required including replacement if: (1) change in TAN (total acid number) exceeds 1 for mineral oil or 2 for vegetable oil; (2) viscosity delta changing outside range of negative 6 to plus 2; or (3) the fluid contains water in excess of 250 ppm. An alternative to complete replacement will be considered depending on the circumstance, and in all cases filtration is required to better than 3 microns.

6.11. SPARE PARTS AND PART REPLACEMENT:

1. The Contractor must supply all lubricants and cleaning solvents and supply a cabinet in the elevator machine room for storing spare parts, supplies, and clean wipers in a quantity that will ensure reliable and pro-active service of the equipment.

2. The Contractor must employ genuine elevator manufacturer replacement parts. Exceptions are allowable in the event that the cost of a genuine part is prohibitive with the Technical Authority's autorisation.
3. The Contractor must provide in the machine room the following minimum inventory of spare parts. Inventory to include an adequate supply of oil, cleaning solvent, and rags in quantities required to ensure no delays in service due to out of stock materials.

QUANTITY	ITEM
5	Fuses of each size used in the controllers
2	Fuses of each size used in the mainline disconnect
5	Springs, stationary contacts and movable contacts for stopping switch (if used)
2	Hall and car push button switches or contacts
2	Hall door sheaves
1	Car door sheave
10'	Galvanized air cord
2	Hall door pick-up rollers
2	Sets of magnetic switch contacts
2	Hall door gibs
2	Car door gibs
2	Door lock beaks
2	Sets of hall door lock contacts
4	Controller relay electrical coils
10	Light bulbs for each type of signals
2	Car door operator belt

4. The Contractor must maintain in a local warehouse major parts such as door motors, retiring cam coils and motors, brake linings and coils, magnetic and mechanical limits, rectifiers, transformers, door protection devices, door hangers and guides, coils for controller switches, clutches and rollers, electronic tubes and timers, solid-state boards, guide shoes, and roller guides. This list does not limit the stock necessary to provide efficient supply.

7. DELIVERABLES

The contractor must keep a logbook containing a complete historic of the maintenance intervention they took for each elevator. This logbook must be kept in the machine room, up to date and available for CSA's review at all times. Below is an example of how CSA expect the logbook to look like. An equivalent logbook may be accepted if it is deemed equivalent by the Technical Authority or their deputy.

TABLES OF SYSTEMATIC MAINTENANCE DUTIES

Building:	ABC Building 123 XYZ Street Ottawa, ON K1P	Contractor:	Ottawa Elevator 456 DEF Street Ottawa, ON K1G 2B2 613-777-8888									
TSSA #:	123456	Mechanic:	John Doe, Bob Lift									
Type:	Geared Traction											
MONTHLY INTERVALS	Month											
	J	F	M	A	M	J	J	A	S	O	N	D
Governor												
Door Operator												
Door Re-Opening Device												
Door Hangers, Tracks, Closers												
Hoistway Door Interlocks												
Car Gate Contacts												
Vision Panels (if applicable)												
Sight Guards												
Hoistway Access Switches												
Roller Guides or Guide Shoes												
Signal Lamps												
Car Levelling Accuracy												
Ride Quality												
Door Eccentrics, Gibs, Retainers												
Door Pick-Up Rollers/Assemblies												
Door Clutch, Retiring Cam												
Hydraulic Oil Level												
Condition of Pit Equipment												
TWO MONTH INTERVALS												
Clean Car Top & Crosshead												
Clean Pit												
THREE MONTH INTERVALS												
Car and Hall Station Buttons												
Firefighter's Emergency Operation												
Emergency Lighting												
Hydraulic Fluid												

Building:	ABC Building 123 XYZ Street Ottawa, ON K1P	Contractor:	Ottawa Elevator 456 DEF Street Ottawa, ON K1G 2B2 613-777-8888
TSSA #:	123456	Mechanic:	John Doe, Bob Lift
Type:	Geared Traction		
SIX MONTH INTERVALS			
Controller, Selector			
Rectifier Output Voltage			
Hoistway Limits, Safety Switches			
Roller Guides or Guide Shoes			
Buffers			
Hoistway and Car Door Hangers			
Car Door Closing Force			
TWELVE MONTH INTERVALS			
Travelling Cable and Hangers			
Hoistway Clean Down			
Door Operator			
Contract Speed			
Firefighter's Emergency Operation			
Emergency Power Operation			
Emergency Lighting			
Audio Equipment, Security			
Dispatching			
Redundancy Circuits			
Machine Brakes			
Safety Switches			
Governor			
Uncontrolled Motion Protection			
Hoisting Ropes			
Door Closing Force			
Door Restrictors			
Relief Valve			
Hydraulic Cylinders			
SIXTY MONTH INTERVALS			
Governor			
Oil Buffers			

8. Constraints

While performing the work, the contractor must compose with a variety of constraints such as:

8.1. CHANGES IN EQUIPMENT OR CONTROLS:

CSA reserves the right to make changes to the elevator equipment, should any be found desirable.

CSA reserves the right to tender such work. In the event of a major upgrade or modernization, CSA reserves the right to terminate this maintenance Contract or any part thereof upon thirty (30) days advance written notice.

The Contractor must not alter any part of the elevator systems from the condition shown on the drawings or presently installed.

8.2. ONTARIO WORKPLACE SAFETY AND INSURANCE BOARD:

The Contractor must always be in good standing and be fully covered by the Provincial Workplace Safety and Insurance Board, or its successors, and shall submit certification of such to CSA.

8.3. PROTECTION OF WORK AND PROPERTY:

1. In the performance of the work, the contractor must continuously maintain adequate protection . They must protect CSA's property from damage arising from the contract. They must fix any damage caused by a lack of adequate protection.
2. The Contractor must take all necessary precautions to ensure that the work is performed in a manner that does not endanger any person.
3. The Contractor must not leave hall landing doors in an unlocked condition without a technician being present at the device.
4. The Contractor must maintain in place all equipment guarding provisions. Where guarding provisions are to be removed for equipment service access, The Contractor must abide by OHS requirements, making sure that the unguarded unit is under control and is safe. The Contractor must not damage, break, or lose equipment guarding. Where such provisions are damaged, lost, or deformed by the actions of The Contractor, The Contractor must repair or replace such guarding at its own cost, to the complete satisfaction of the CSA and relative Authorities.

8.4. OCCUPATIONAL HEALTH AND SAFETY:

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

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

All labour must implement Lock Out/Tag Out procedures that meets applicable laws and regulations that pertain to environmental, health and safety standards and/or work practices to include electrical and other forms of hazardous energy as necessary. All LOTO activities MUST be coordinated with the CSA/DFL Project Authority.

8.5. CONTRACTOR'S SUPERVISOR AND EMPLOYEES:

1. All the contractor's technicians working on CSA's installation must have the Elevating Device Mechanic (EDM) certification in accordance with the Technical Standards and Safety Authority (TSSA), granted by the province of Ontario.
2. The Contractor's personnel must be qualified, experienced, trained, competent, and capable of performing the work required by the agreement according to the standards prescribed herein.
3. Maintenance technicians must have sufficient resources to undertake the equipment maintenance and must satisfy the callback response times as set out in this Contract.
4. The Contractor must have access to training, technology, drawings, Original Equipment Manufacturer (OEM) adjustment tools and manuals, as well as the components and parts, to

perform the required maintenance to keep the existing equipment operating to OEM specifications. Parts replaced or installed shall be identical to those removed and must be like in nature.

5. The Contractor must have appropriate engineering resources to be able to develop/modify and submit Maintenance Control Program (MCP) details for each type of elevator now contained within the portfolio to both CSA and the Provincial Elevator Authority.
6. The Contractor must maintain a fully staffed 24-hour answering service, capable of recording incoming requests for callback service and dispatching the appropriate field technicians to respond to such requests, without delay or fault.
7. The Contractor must provide the services of a competent Supervisor who must generally be aware of The Contractor's work on site and must be available to represent The Contractor as may be required by CSA.
8. CSA may, upon reasonable grounds, require the replacement of any of The Contractor's employees on site.
9. The Contractor must strictly adhere to CSA's site and safety regulations. These regulations are subject to change over the term of the contract.

8.6. HOURS OF WORK AND RESPONSE TIME:

1. The Contractor must provide emergency response time to remove trapped persons of thirty (30) minutes maximum at any time of day or night. The CSA agrees that in the event that a trapped person is released from the elevator after a service call has been placed, The CSA will immediately contact The Contractor and advise them.
2. The Contractor must provide emergency response time for emergency callbacks (not including trapped passengers) of one (1) hour maximum during regular working hours and two (2) hour maximum after 17:00 hours or on weekends.
3. The Contractor must answer non-emergency callbacks within ninety (90) minutes from receipt of call during regular working hours - 07:00 and 17:00 hours.
4. Regular hours of work for the maintenance contract, under the terms of this Agreement shall be between 07:00 and 17:00 hours, Monday to Friday, statutory holidays excepted.

8.7. CONTRACTOR'S RESPONSIBILITIES:

1. In accordance with safe practice, The Contractor must ensure full load capacity, full car speed in feet per minute, including smooth acceleration, deceleration, and door times.
2. The Contractor must maintain equipment to perform to the original design specifications, including door movement times, flight times, dwell times, lateral and horizontal accelerations, and noise levels.
3. If not agreed otherwise, performance will be as dictated by The International Association of Elevator Consultants.
4. The Contractor must achieve required performance standards notwithstanding the elevator being misadjusted from these standards by previous contractors.

8.8. BUILDING SECURITY:

All staff employed by the Contractor, regardless of hours of work, MUST sign IN and OUT and, enter the times of arrival as instructed by security.

Visitor badge must be prominently displayed and contractor must be escorted at all times.

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

ANNEX B
BASIS OF PAYMENT

Table 1 - Monthly Price maintenance (as described in Annex A)				
Initial Contract (date to be inserted at contract award)	Option Year 1 (date to be inserted at contract award)	Option Year 2 (date to be inserted at contract award)	Option Year 3 (date to be inserted at contract award)	Option Year 4 (date to be inserted at contract award)
TBD \$/month	TBD \$/month	TBD \$/month	TBD \$/month	TBD \$/month

Table 2 - Hourly rate for emergency service (if applicable)						
		Initial Contract (date to be inserted at contract award)	Option Year 1 (date to be inserted at contract award)	Option Year 2 (date to be inserted at contract award)	Option Year 3 (date to be inserted at contract award)	Option Year 4 (date to be inserted at contract award)
Regular hours (Monday to Friday from 07:00am to 05:00pm)	Mechanic	TBD	TBD	TBD	TBD	TBD
	Helper	TBD	TBD	TBD	TBD	TBD
	Service Crew	TBD	TBD	TBD	TBD	TBD
	Adjuster	TBD	TBD	TBD	TBD	TBD
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	Mechanic	TBD	TBD	TBD	TBD	TBD
	Helper	TBD	TBD	TBD	TBD	TBD
	Service Crew	TBD	TBD	TBD	TBD	TBD
	Adjuster	TBD	TBD	TBD	TBD	TBD
Week-ends and holidays	Mechanic	TBD	TBD	TBD	TBD	TBD
	Helper	TBD	TBD	TBD	TBD	TBD
	Service Crew	TBD	TBD	TBD	TBD	TBD

	Adjuster	TBD	TBD	TBD	TBD	TBD
Minimum hours billed for on call services if applicable		TBD	TBD	TBD	TBD	TBD
Spare parts an material markup		TBD	TBD	TBD	TBD	TBD

Tables to be filled up with the Evaluation tables at contract award.

APPENDICE 1 TO ANNEX B

PRICING FORM

Table 1				
Monthly Maintenance Price				
Initial Contract (date to be inserted at contract award)	Option Year 1 (date to be inserted at contract award)	Option Year 2 (date to be inserted at contract award)	Option Year 3 (date to be inserted at contract award)	Option Year 4 (date to be inserted at contract award)
_____ \$/month	_____ \$/month	_____ \$/month	_____ \$/month	_____ \$/month

Hourly rate for emergency service

Please indicate if you have a minimum of hours billed by call (if applicable)

Table 2				
Pricing – Initial period starting at the contract award date and finishing one year later				
Service-call time of day specifics A	Resource Title B	Firm Hourly Rate C	Estimated Number of Hours D	Total Estimate (excluding tax) E = (C x D)
Regular hours (Monday to Friday from 07:00am to 05:00pm)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Week-ends and holidays	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Spare parts and material markup	For evaluation purposes, we will evaluate an amount of \$2,000 per year			_____ % x 2,000\$ _____ \$
Total for the year <i>All fees indicated above are firm and include all travel, fuel charges, labour, profit or other administrative fees. Custom duties and applicable taxes are extra.</i>				_____ \$

Table 3				
Pricing – Optional period #1				
Service-call time of day specifics A	Resource Title B	Firm Hourly Rate C	Estimated Number of Hours D	Total Estimate (excluding tax) E = (C x D)
Regular hours (Monday to Friday from 07:00am to 05:00pm)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Week-ends and holidays	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Spare parts and material markup	For evaluation purposes, we will evaluate an amount of \$2,000 per year			_____ % x 2,000\$ _____ \$
Total for the year <i>All fees indicated above are firm and include all travel, fuel charges, labour, profit or other administrative fees. Custom duties and applicable taxes are extra.</i>				_____ \$

Table 4				
Pricing – Optional period #2				
Service-call time of day specifics A	Resource Title B	Firm Hourly Rate C	Estimated Number of Hours D	Total Estimate (excluding tax) E = (C x D)
Regular hours (Monday to Friday from 07:00am to 05:00pm)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Week-ends and holidays	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Spare parts and material markup	For evaluation purposes, we will evaluate an amount of \$2,000 per year			_____ % x 2,000\$ _____ \$
Total for the year <i>All fees indicated above are firm and include all travel, fuel charges, labour, profit or other administrative fees. Custom duties and applicable taxes are extra.</i>				_____ \$

Table 5				
Pricing – Optional period #3				
Service-call time of day specifics A	Resource Title B	Firm Hourly Rate C	Estimated Number of Hours D	Total Estimate (excluding tax) E = (C x D)
Regular hours (Monday to Friday from 07:00am to 05:00pm)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Week-ends and holidays	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Spare parts and material markup	For evaluation purposes, we will evaluate an amount of \$2,000 per year			_____ % x 2,000\$ _____ \$
Total for the year <i>All fees indicated above are firm and include all travel, fuel charges, labour, profit or other administrative fees. Custom duties and applicable taxes are extra.</i>				_____ \$

Table 6				
Pricing – Optional period #4				
Service-call time of day specifics A	Resource Title B	Firm Hourly Rate C	Estimated Number of Hours D	Total Estimate (excluding tax) E = (C x D)
Regular hours (Monday to Friday from 07:00am to 05:00pm)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Overtime hours (Monday to Friday from 05:00pm to 07:00 am)	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Week-ends and holidays	Mechanic	_____ \$/hr	10 hours	_____ \$
	Helper	_____ \$/hr	10 hours	_____ \$
	Service Crew	_____ \$/hr	10 hours	_____ \$
	Adjuster	_____ \$/hr	10 hours	_____ \$
Spare parts and material markup	For evaluation purposes, we will evaluate an amount of \$2,000 per year			_____ % x 2,000\$ _____ \$
Total for the year <i>All fees indicated above are firm and include all travel, fuel charges, labour, profit or other administrative fees. Custom duties and applicable taxes are extra.</i>				_____ \$

Total cost summary for evaluation purposes			
Monthly rates (basis of 12 months per year for table 1)		Emergency Service (basis detailed on tables 2 to 6)	
Initial period	_____ \$	Initial period	_____ \$
Option 1	_____ \$	Option 1	_____ \$
Option 2	_____ \$	Option 2	_____ \$
Option 3	_____ \$	Option 3	_____ \$
Option 4	_____ \$	Option 4	_____ \$
Sub Total	_____ (a) _____ \$	Sub Total	_____ (b) _____ \$
		Total	_____ (a+b) _____ \$

ANNEX C

EVALUATION CRITERIA

	MANDATORY CRITERIA	Met or Not met	Location of substantiation in the bid
MC1	Bidder must prove that it has been in business for at least the last five (5) years A business license valid in the Province of Ontario must be provided that clearly shows the company has been active in the industry for the past 5 years.		
MC2	Bidder must provide resumes of all technicians that will be used on this contract AND Technicians must have a Elevating Device Mechanic (EDM) certification in accordance with the Technical Standards and Safety Authority (TSSA) recognized by the province of Ontario.		

	RATED CRITERIA	Min/Max Points	Location of substantiation in the bid										
PR1	<p>Proposed resource(s) should have experience working on equipment matching the equipment found on site in both model and manufacturer.</p> <p>Points: 10 Points will be awarded for each manufacturer matching the table below (max 40 points) 5 points for each example that match the type defined in the table below (max 20 points)</p> <table border="1"> <thead> <tr> <th>Manufacturer</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Schindler</td> <td>Pass/Trctn</td> </tr> <tr> <td>Thyssen Krupp</td> <td>Pass/ Hrdr/Trctn</td> </tr> <tr> <td>Thyssen Krupp - Automation JRT</td> <td>Frt/ Hydr</td> </tr> <tr> <td>Motion Control</td> <td>Frt/ Hydr</td> </tr> </tbody> </table> <p>The experience descriptions must include the following details:</p> <ul style="list-style-type: none"> • location of the contract; • client name; • length; and • date of the contract. <p>Only experiences that have been carried out within the last 7 years will be accepted for this proposal.</p>	Manufacturer	Type	Schindler	Pass/Trctn	Thyssen Krupp	Pass/ Hrdr/Trctn	Thyssen Krupp - Automation JRT	Frt/ Hydr	Motion Control	Frt/ Hydr	15 minimum /60 maximum	
Manufacturer	Type												
Schindler	Pass/Trctn												
Thyssen Krupp	Pass/ Hrdr/Trctn												
Thyssen Krupp - Automation JRT	Frt/ Hydr												
Motion Control	Frt/ Hydr												
PR2	<p>The bidder should provide up to two (2) examples of service contracts that have been completed in organizations that operated the following elevator:</p> <ul style="list-style-type: none"> • Schindler controller (5 points per separate example for a max of 2 examples) <p>The experience descriptions must include the following details:</p> <ul style="list-style-type: none"> • location of the contract; • client name; • length; and • date of the contract. <p>Only experiences that have been carried out within the last 7 years will be accepted for this proposal.</p>	5 minimum /10 maximum											
PR3	<p>The bidder should provide up to two (2) examples of service contracts that have been completed in organizations that operated the following elevator:</p>	5 minimum /10 maximum											

	<ul style="list-style-type: none"> • ThyssenKrupp(5 points per separate example for a max of 2 examples) <p>The experience descriptions must include the following details:</p> <ul style="list-style-type: none"> • location of the contract; • client name; • length; and • date of the contract. <p>Only experiences that have been carried out within the last 7 years will be accepted for this proposal.</p>		
PR4	<p>The bidder should provide up to two (2) examples of service contracts that have been completed in organizations that operated the following elevator:</p> <ul style="list-style-type: none"> • Automation JRT (5 points per separate example for a max of 2 examples) <p>The experience descriptions must include the following details:</p> <ul style="list-style-type: none"> • location of the contract; • client name; • length; and • date of the contract. <p>Only experiences that have been carried out within the last 7 years will be accepted for this proposal.</p>	5 minimum /10 maximum	
PR5	<p>The bidder should provide up to two (2) examples of service contracts that have been completed in organizations that operated the following elevator:</p> <ul style="list-style-type: none"> • Motion Control (5 points per separate example for a max of 2 examples) <p>The experience descriptions must include the following details:</p> <ul style="list-style-type: none"> • location of the contract; • client name; • length; and • date of the contract. <p>Only experiences that have been carried out within the last 7 years will be accepted for this proposal.</p>	5 minimum /10 maximum	
Minimum score 35 /Maximum 100		Score	

ANNEX D

PERFORMANCE EVALUATION REPORT

SA #:		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	
Name:	Name:	PWGSC Contracting Authority	
Telephone #:	Telephone #:	Name:	
e-mail:	e-mail:	Telephone #:	
		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

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	