

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Master Standing Offer (RMSO)  
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Movers-Furniture & Office Equipment	
<b>Solicitation No. - N° de l'invitation</b> E6TOR-12RM21/A	<b>Date</b> 2013-02-12
<b>Client Reference No. - N° de référence du client</b> E6TOR-12RM21	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-015-6201
<b>File No. - N° de dossier</b> TOR-2-35296 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-14</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abela, Aaron	<b>Buyer Id - Id de l'acheteur</b> tor015
<b>Telephone No. - N° de téléphone</b> (905)615-2061 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As per Call-Up.	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - SECURITY REQUIREMENTS**

1. Security Requirement

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. Applicable Laws

## **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance
7. SACC Manual Clauses

### **List of Annexes:**

- Annex A - Statement of Work
- Annex A-1 - Fire Safety Requirement
- Annex B - Basis of Payment
- Annex C - Standing Offer Reporting Data
- Annex D - Insurance
- Annex E - Security Requirement Check-List
- Annex F - Point Rated Technical Criteria
- Annex G - Financial Evaluation

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Statement of Work, Basis of Payment, Calculation of Price to be Used in the Evaluation and Example, Standing Offer Reporting Data, Insurance, Security Requirement Check List.

### 2. Summary

(i) This is a Request for Standing Offer (RFSO) for the provision of commercial office furniture moving services, on an 'as and when' requested basis', on behalf of all Federal Government Departments, Groups or Agencies within the Ontario Region (excluding National Capital Region (NCR)). The moving services will include, but will not be limited to labour, tools, equipment, packing materials, transportation, packing, crating, disassembling/assembling system furniture, storage services and other required items to carry out the required moving services. **As specific requirements arise, Offerors or a representative(s) of the Offeror must arrange a site visit to familiarize themselves with the specific scope of work prior to submitting a quote.** All moves will be carried out in accordance with Annex "A", Statement of Work.

(ii) The Ontario Region (excluding NCR) is broken down into eight (8) areas for this requirement, the boundaries for each area are outlined in Annex "A", Statement of Work.

Northwest (NW)  
 Northeast 1 (NE 1)  
 Northeast 2 (NE 2)

Northeast 3 (NE 3)  
 Southwest 2 (SW 2)  
 Southwest 3 (SW 3)  
 Southeast 1 (SE 1)  
 Southeast 3 (SE 3)

See Solicitation /B for the following areas:

Southeast 2 (SE 2)  
 Southwest 1 (SW 1)  
 GTAA

(iii) One of the mandatory criteria for this requirement is that the supplier must be able to respond to a moving service call within twenty-four (24) hours from time of request for an emergency requirement.

(iv) It is intended to issue one standing offer for each area.

(v) The proposed period of the Standing Offer is for three (3) years from May 1, 2013 to April 30, 2016.

(vi) The following is provided for informational purposes only:

Historically the vast majority of moves overall are less than \$15,000.00, excluding GST or HST, as applicable. The larger larger moves fall in a range between \$15,000.00 and \$40,000.00 excluding GST or HST, as applicable.

The estimated expenditure for each area for the three (3) year period is as follows:

1. Northwest (NW) - \$96,000.00
2. Northeast 1 (NE 1) - \$96,000.00
3. Northeast 2 (NE 2) - \$96,000.00
4. Northeast 3 (NE 3) - \$96,000.00
5. Southeast 1 (SE 1)- \$216,000.00
6. Southeast 3 (SE 3) - \$216,000.00
7. Southwest 2 (SW 2)- \$168,000.00
8. Southwest 3 (SW 3)- \$216,000.00

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### 4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-01-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer - (two (2) copies)

Section II: Financial Offer - (one (1) copy)

Section III: Certifications - (one (1) copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "B" - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.  
  
The following credit card(s) are accepted:  
VISA \_\_\_\_\_  
Master Card \_\_\_\_\_
- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

See Annex "F"

##### **1.1.2 Point Rated Technical Criteria**

See Annex "F"

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

The Offeror must submit their financial offer in accordance with, Annex "B" - Basis of Payment, in Canadian Funds for the entire period of the Standing Offer. Pricing must be provided for all firm requirements for each area the offeror is submitting an offer.

Each 'Location of Work, Boundaries of Area' will be evaluated separately.

Offers will be evaluated based on the prices detailed in Annex B. The prices detailed in Annex B will be input into Annex G for Price Evaluation Purposes.

The Total Evaluated Price for each 'Location of Work, Boundaries of Area' will be the Aggregate Total Price for 3 years for each item as per Annex G, Financial Evaluation

##### **1.2.2 SACC Manual Clause**

A0220T (2007-05-25), Evaluation of Price

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Minimum Point Rating**

1. To be declared responsive, an offer must:

- (a) comply with all the requirements of the Request for Standing Offer (RFSO); and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of points for each section of the technical evaluation criteria which are subject to point rating.

2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with

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the lowest aggregated evaluated price will be recommended for issuance of a standing offer.

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### 2.1. Federal Contractors Program - Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

d. ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## Former Public Servant Certification

Contracts with 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 , offerors must provide the information required below.

### 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, in the context of the fee abatement formula, 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 FPS . 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.

### Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

### Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES ( ) NO ( )**

If so, the Offeror 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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

## Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### 2.4 Canadian Content Definition

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

### 2.5 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

## PART 6 - SECURITY REQUIREMENT

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

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(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex "E";
  - (b) Industrial Security Manual (Latest Edition).

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

##### **3.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: May 1, to July 31;

2nd quarter: August 1, to October 31;

3rd quarter: November 1, to January 31;

4th quarter: February 1 to April 30;

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from May 1, 2013 to April 30, 2016.

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Aaron Abela  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 33 City Centre Drive Suite 480C  
Mississauga, Ontario L5B 2N5  
Telephone: (905) 615-2061  
Facsimile: (905) 615-2060  
E-mail address: aaron.abela@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## 5.3 Offeror's Representative

The Project Authority for the Contract is:  
(TBA at time of contract award)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.I, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

## 7. Call-up Procedures

The procedures for issuing a Call-up Against the Standing Offer is as follows:

- Offeror will be contacted to make arrangement for a **mandatory** site visit in order to familiarize themselves with the specific scope of work and the work site.
- Offeror will submit a "firm lot price" quote, using the Firm Rates on Annex "B" - Basis of Payment. Offeror will be required to provide breakdown of the "firm lot price" with their quote.
- A call-up document will be issued to the Offeror by the Project Authority to authorize the start of the work and outline the work requirements.
- The work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC-942, Call-up Against a Standing Offer or electronic document.
- The Service person or Offeror representative must report back to the Project Authority. All work is subject to on-site inspection for certification immediately following completion.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 Call-up Against a Standing Offer or electronic version.

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$250,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2010C (2012-11-19) General Conditions - Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C. Standing Offer Reporting Data
- i) Annex D, Security Requirements Check List;
- j) Annex E, Insurance Requirements;
- k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*). "As clarified on \_\_\_\_\_" **or** "as amended on \_\_\_\_\_" and *insert date(s) of clarification(s) or amendment(s) if applicable*).

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

## 2. Standard Clauses and Conditions

### 2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 3. Term of Contract

### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

## 4. Payment

### 4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "firm lot price", as specified in Annex "B" for a cost of \$ (amount to be stipulated on call-up document). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

### 4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 4.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

### 4.4 SACC Manual Clauses

SACC Manual clause C0710C (2007-11-30) - Time and Price Verification

SACC Manual clause A9117 (2007-11-30) - T1204 - Direct Request by Customer Department

### 4.6 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 5. Invoicing Instructions

1. 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.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment; and

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(b) One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

## **6. Insurance**

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7. SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations

A9068C (2010-01-11) Government Site Regulations

A9065C (2006-06-16) Identification Badge

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**ANNEX "A"****STATEMENT OF WORK****1 Scope of Work****1.1 Move**

- 1.1.1 Moves includes the transfer of furniture, files, manuals, libraries, office equipment, specialized equipment, training devices, records, computer equipment, etc. from the listed removal locations to the destination locations. The move may include storage of furniture at contractor's storage facility. Packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating and assembling must be the complete responsibility of the contractor. The contractor will comply strictly to the schedule unless otherwise authorized by Department's Representative.
- 1.1.2 The Contractor or the Contractor's Representative must visit the work site in order to familiarize themselves with the specific scope of work and the work site.
- 1.1.3 No release of responsibility for loss or damage will be accepted as a result of the Contractor's failure to comply with this direction.
- 1.1.4 During and on completion of the move, the contractor must collect all rubbish, crates and packing materials and remove same from the premises within 24 hours.
- 1.1.5 The Contractor must prepare a furniture and effects list and identify on that list any items in damaged condition prior to the move. This damage is to be verified with the move coordinator prior to the item being moved.
- 1.1.6 The Contractor must adhere to all emergency, fire safety and security regulations in the building. See Annex A-1, Fire Safety Requirement, attached herein for work pertaining to Department of National Defence.
- 1.1.7 All moving personnel must be suitably dressed and identified, and must wear ID cards whenever it is a requirement.
- 1.1.8 Maximum response to emergency call-ups must be within twenty-four (24) hours to job site.
- 1.1.9 It will be the responsibility of the Department's Representative or Representative to co-ordinate the date of the move with electricians and all other required trades.
- 1.1.10 The Offeror must have a front office with a full-time dispatcher.
- 1.1.11 Accessible is defined as a storage facility that is currently owned or rented by the Offeror on the date the solicitation is published.
- 1.1.12 The Offeror must identify the person(s) who will be responsible for the administration of the Contract prior to Standing Offer award.
- 1.1.13 The Service person or Offeror representative must report back to the Project Authority. All work is subject to on-site inspection for certification immediately following completion.

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## 1.2 **Locations of Work, Boundaries of Area**

### 1.2.1 **Northwest (NW)**

Greater Thunder Bay  
Rainy River  
Kenora  
Dryden  
Sioux Lookout

### 1.2.2 **Northeast 1 (NE 1)**

Greater Sault Ste. Marie

### 1.2.3 **Northeast 2 (NE 2)**

East to North Bay  
West to Sudbury  
South to French River  
North to Nipissing  
Timmins  
Kirkland Lake  
Kapaskasing

### 1.2.4 **Northeast 3 (NE 3)**

Pembroke/Petawawa/Renfrew

Northern Communities not mentioned above  
will be serviced by a local mover.

### 1.2.5 **Southeast 1 (SE 1)**

#### **Excluding National Capital Area**

East to Cornwall  
West to Smith Fall  
North to Hawkesbury  
South to Brockville

### 1.2.6 **Southeast 3 (SE 3)**

East to Orillia  
West to Tobermory/Owen Sound  
North to Parry Sound  
South to Barrie including Collingwood

### 1.2.7 **Southwest 2 (SW 2)**

East to Guelph  
West to London/St Thomas  
North to Goderich/Fergus  
South to Lake Erie

### 1.2.8 **Southwest 3 (SW 3)**

East to Chatham/Kent  
West to Windsor  
North to Sarnia  
South to Leamington

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### **1.3 System Installation**

- 1.3.1 This involves dismantling of existing systems and reassembling of systems in accordance with the latest screen and furniture layout plans. The Contractor must comply strictly to the schedule unless otherwise authorized by Department's Representative.
- 1.3.2 The Contractor must use experienced installers only that are certified for, or experienced with systems furniture such as, but not limited to: Teknion, Haworth, Steelcase, Precision, Artief, Knoll, Ref, Hexo, Global/Boulevard, TAB Datafile, CorCan, Herman Miller.
- 1.3.3 This project may require an inventory of any unused system panels and components after the reconfiguration.
- 1.3.4 The Contractor must be responsible for transporting any unused panels and components to one or more designated storage areas/rooms.
- 1.3.5 No release of responsibility for loss or damage will be accepted as a result of the Contractor's failure to comply with this direction.
- 1.3.6 The Contractor must prepare a furniture and effects list and identify on that list any items in damaged condition prior to the dismantling of the system. This damage is to be verified with the project manager prior to the item being moved.
- 1.3.7 The Contractor must adhere to all emergency, fire safety and security regulations in the building. See Annex A-1, Fire Safety Requirement, attached herein for work pertaining to Department of National Defence.
- 1.3.8 All installers must be suitably dressed and identified, and must wear ID cards during the duration of the moves.

### **2 Moving Date and Schedule**

- 2.1 The move/system furniture/screens installation will be carried out in accordance with the specification. Work must be done continuous to the successful completion of the move. The mover will be informed of any changes to the schedule at least seven days in advance (whenever possible). The time schedule must under no circumstances be changed without obtaining permission from Department's representative.

### **3 Insurance, Permits & Protection**

- 3.1 The contractor must at all times maintain the required insurance coverage specified.
- 3.2 The Contractor must obtain city traffic department approval for on-street parking, closing of sidewalks, traffic control, etc. as necessary, and pay any fees required.
- 3.3 All items of furniture, equipment and machines are to be carefully protected during packing, moving and transporting to assure no damage to them or the building involved in the move. All areas of building(s) where damage could possibly occur will be protected from excessive wear by covering with plywood, mats, runners, building paper, or other protective covering as directed by Department's representative.

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- 3.4 Doors and door openings must be protected from damage. The Contractor must remove doors from their frames and replace same without damage, when necessary.
- 3.5 All elevator cabs must be lined and properly protected.
- 3.6 The Contractor and his employees must comply with all fire, safety and security regulations applicable to the various buildings.
- 3.7 For the transporting of steel shelving, particularly the "T" bars, the Contractor is to ensure that the equipment used is appropriate to safely transport the material from 1 premise to another.

#### **4 Inspection & Premises Furniture & Equipment**

- 4.1 Prior to commencement of and immediately after completion of the move the entire operation will be inspected by the Department's representative/representative together with the Contractor's representative and the client department's representative. All losses, damage or deficiencies will be jointly recorded. The Contractor will be fully responsible for all costs of repair, make good, or replace (with new) to the satisfaction of Department's representative.
- 4.2 Damage to the buildings, loss or damage to the furniture, equipment and effects forming part of this move must be the responsibility of this Contractor to repair, replace or make good within a period of thirty calendar days after completion of the move.
- 4.3 The contractor is responsible to monitor, investigate and document losses of or damaged to government property, however, the client should be able to give a list within 7 working days from the date of the move.

#### **5 Premises Access & Facilities**

- 5.1 The Contractor must familiarize themselves with all conditions of all buildings affected site access, loading and unloading facilities, building access, elevator service, loading dock time uses, etc. No additional payments will be made as a result of the Contractor's failure to comply with this direction.
- 5.2 The Contractor must provide, when necessary, operators for all elevators used. The Contractor must make his own arrangements in all leased premises and pay any and all costs involved through the use and operation of elevators and loading dock facilities in any leased buildings involved. Elevators required for moving must be arranged at least 48 hours prior to the actual moving operation. The Department representative will assist the Contractor in obtaining these arrangements, if required.
- 5.3 All elevators in Crown-owned buildings will be pre-serviced to minimize the possibility of breakdown or delay. The cooperation of building management in the leased buildings will be requested to do the same. No guarantee of full service is implied and time loss or costs incurred as a result of breakdown will be the responsibility of the Contractor.
- 5.4 Contractor's workmen may use designated washroom facilities, without causing any disruption to the building operation.

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## **6 Contract Supervision and Personnel**

- 6.1 The Contractor must provide competent supervisors at each end of the move and at all times during the move. The Contractor must designate responsible coordinator(s) for ensuring the client's specific instructions regarding all aspects of the move are complied with.
- 6.2 The Contractor must maintain communications during the moving operation with the departmental representatives and his supervisory staff at all locations of work.
- 6.3 During the period of the move the client department will provide staff to assist in tagging and indicate placement of articles.
- 6.4 Only experienced and skilled personnel must be used for moves.
- 6.5 The Client must be responsible for coordination with any other Contractors hired by the Crown to handle assembly or disassembly of any equipment, and including, but not limited to, electrical and cabling requirements.

## **7 Inventory**

- 7.1 The inventory of furnishings and equipment are approximate and must not be considered the total works. Items of office equipment such as waste baskets, file baskets, etc. which may be included on the list are an integral part of the move. The Contractor must, on a site visit, familiarise themselves with and ascertain the total scope of the inventory. No extras to the contract will be allowed for unlisted items unless first verified and accepted by Department's representative.

## **8 Equipment**

- 8.1 All vehicles, vans, trailers, lift trucks, hydraulic tools, dollies, computer carts, hand trucks, hand tools, protective covers, mats, ramps and any other equipment or tools used on moves must be provided by the Contractor and are to be in first class, clean condition to ensure against injury, damage, breakdown or delay.
- 8.2 The Contractor must ensure that the clients will be operational by the time and date specified.
- 8.3 The Contractor must ensure that resilient floorings, carpets, marble and terrazzo floors are protected from damage during the moves (origination and destination).
- 8.4 All heavy pieces of equipment and machinery must be moved on proper dollies and over-planking and safe floor coverings to prevent overloading or damage to floors in the existing building or new premises.
- 8.5 Forklift trucks, pallet transporter, hydraulic hand tools, dollies, computer carts, all other tools, accessories, blankets, including floors, walls, stairs, elevators, protection materials, etc. must be provided as required for the move. No forklifts or pallet transports must be used on pedestal flooring. Use of motorised forklifts or pallet transports is prohibited.
- 8.6 The Contractor must use an air ride, van or truck for the transfer of all special, delicate, light or heavy equipment and instruments, etc.
- 8.7 The Contractor must not move unmarked items unless advised otherwise.

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- 8.8 The Contractor must be responsible for advising Department's representative immediately if a mishap, breakdown or accident has occurred, advise of any time delay and what action is being proposed to minimize the delay.

## **9 Special Areas and Equipment**

- 9.1 Packing and numbering of boxes and dismantling and assembly of shelving is to be in accordance with the client's system. The packing, labelling and unpacking of the material must be performed under the supervision of designated client department personnel.
- 9.2 An "Identification Area" will be set up in the Receiving locations to receive all items arriving untagged or unidentifiable. The client department's representative will verify these items and once identified, they must be moved to the proper location by the Contractor.

## **10 General**

- 10.1 The Client Department reserves the right to perform any dismantling or packing they deem necessary.
- 10.2 All filing cabinets, safes and security shelves, except lateral filing cabinets, must be transported with their contents.
- 10.3 Contents of office desks, counters, shelving, bookcases, cupboards, lateral files and other like equipment must be packed and unpacked by the Client Department in cartons and tape supplied by Contractor.
- 10.4 The Contractor must not be responsible for transporting or relocating personal items belonging to Client Department personnel.
- 10.5 The Contractor must dismantle and reassemble counters, furniture, shelving, machines and equipment, as required.
- 10.6 Bulletin boards, pictures, maps, etc. must be removed and moved to their designated location in the new premises by the Contractor. The Client will arrange for rehangng of these items unless otherwise specified.
- 10.7 Dismantling of items of special equipment as required for the move will be carried out by the Contractor in the presence of a Tenant's representative and must be reassembled where directed.
- 10.8 Equipment which is sensitive to shock or vibrations must be packed by the Contractor and must be set on absorbent material in the form of packing or matting or other air cushioning material. These materials must prevent and protect the equipment from shock vibrations.
- 10.9 When packing small delicate instruments in cartons, the Contractor must place isolation sheet material to avoid direct contact of instruments.
- 10.10 All equipment which is supported by casters or dollies will be secured inside the moving vehicles by means of belts, ropes or similar fasteners. All electronic equipment will be covered with blankets, tarpaulins or similar material to protect finishes and protruding levers. No equipment will be allowed to make contact, or rest against other equipment. All will be isolated.

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- 10.11 The Contractor will be responsible for the removal and relocation of all special and mechanical equipment. Disconnecting and reconnecting the equipment electrical supply will be the responsibility of the Department's Representative.
- 10.12 The Contractor must ensure that the trucks follow a pre-arranged route and that in the event of a problem, the driver will call the Contractor.
- 10.13 The Contractor must ensure that a replacement vehicle(s), and/or transports are immediately made available for smooth continuation of transporting to the destination, if at any point in transit a breakdown, accident or other mishap should occur.
- 10.14 Under no circumstances must combustible liquids be moved by the Contractor.
- 10.15 The Contractor is not responsible for the transport or relocation of plants or foliage.
- 10.16 Contractor is to advise and supply as required materials such as cartons and tapes to the removal location well in advance of the scheduled move date.

## **11 Special Requirements**

- 11.1 Special instructions will be provided for each job as required.
- 11.2 Contractor must make an allowance for reasonable unscheduled delays. Department's representative will not be held responsible for any additional costs of this nature.

## **12 Security Requirement**

- 12.1 Contractor must ensure that all their personnel holds the required valid security clearance.

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## APPENDIX 1

### FIRE SAFETY REQUIREMENT

#### **1 Fire Safety Plan**

1.1 Contractors and their personnel must be familiar with this section and its requirements.

#### **2 Fire Department Briefing**

2.1 The Engineer must coordinate arrangements for the contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

#### **3 Reporting Fires**

3.1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

3.2 Report immediately all fire incidents to the Fire Department as follows:

- 3.2.1 Activate nearest fire alarm box, or
- 3.2.2 Telephone.

3.3 Person activating fire alarm must direct the Fire Department to scene of fire.

3.4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

#### **4. Interior and Exterior Fire Protection and Alarm Systems**

4.1 Fire protection and alarm systems must not be:

- 4.1.1 Obstructed.
- 4.1.2 Shut-off.
- 4.1.3 Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.

4.2 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Fire Chief.

#### **5 Fire Extinguisher**

5.1 The Contractor must supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the contractors physical plant on site.

#### **6 Blockage of Roadways**

6.1 The Fire Chief must be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

#### **7 Smoking Precautions**

7.1 Smoking is not permitted in any of the Wing buildings or facility.

#### **8 Rubbish and Waste Materials**

8.1 Rubbish and waste materials are to be kept to a minimum.

8.2 The burning of rubbish is prohibited.

8.3 Removal:

- 8.3.1 All rubbish must be removed from the work site at the end of the work day or shift or as directed.

## **9 Flammable Liquids**

9.1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.

9.2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.

9.3 Transfer of flammable liquids is prohibited within buildings.

9.4 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.

9.5 Flammable liquids having a flash point below 38 degrees Celsius such as naphtha or gasoline must not be used as solvents or cleaning agents.

9.6 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

## **10 Hazardous Substances**

10.1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.

10.2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.

10.3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch must be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.

## **11 Questions and/or Clarification**

11.1 Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Fire Chief.

**ANNEX "B"****BASIS OF PAYMENT****1. General Information**

Each year of the Standing Offer is defined from:

Year 1 - May 1, 2013 to April 30, 2014 inclusive.

Year 2 - May 1, 2014 to April 30, 2015 inclusive.

Year 3 - May 1, 2015 to April 30, 2016 inclusive.

**2. Extraordinary Equipment rental**

Extraordinary Equipment rental (equipment not listed on Section 8 of the SOW), will be at actual cost without markup.

**3. Rates**

The rates quoted herein are Firm unit prices in Canadian funds including Canadian customs duties, excluding Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable.

The Offeror will have the option to charge one flat mobilization and demobilization cost or calculate this cost into their hourly rates.

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
1.	<b>Mobilization and Demobilization Cost</b> - all inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	NW \$ _____	NW \$ _____	NW \$ _____
NE 1 \$ _____			NE 1 \$ _____	NE 1 \$ _____	
NE 2 \$ _____			NE 2 \$ _____	NE 2 \$ _____	
NE 3 \$ _____			NE 3 \$ _____	NE 3 \$ _____	
SE 1 \$ _____			SE 1 \$ _____	SE 1 \$ _____	
SE 3 \$ _____			SE 3 \$ _____	SE 3 \$ _____	
SW 2 \$ _____			SW 2 \$ _____	SW 2 \$ _____	
SW 3 \$ _____			SW 3 \$ _____	SW 3 \$ _____	

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Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
2. a)	<b>Labour</b> - On-site productive hours During regular hours 0800 to 1700 hours; Monday to Friday inclusive  i) Supervisor	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____
2. a)	ii) Helper	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____

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Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
2. b)	<b>Labour</b> - On-site productive hours Outside regular hours Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays  i) Supervisor	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____
2. b)	ii) Helper	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____

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Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
3.	<b>Vehicle</b>				
a)	During regular hours 0800 to 1700 hours, Monday to Friday inclusive		NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
	NOTE: Driver herein will be a working driver assisting with the move.	per hr	NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
	i) Van with driver		SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
3. a)	ii) Straight Truck with driver	per hr	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____

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Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
3. a)	iii) Trailer Truck with driver	per hr	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
3. a)	iv) Class "A" Driver	per hr	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____

E6TOR-12RM21/A

tor015

E6TOR-12RM21

TOR-2-35296

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
3. a)	v) Class "B" Driver	per hr	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
3.	<b>Vehicle</b>		NW \$ _____	NW \$ _____	NW \$ _____
b)	Outside regular hours, Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays		NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
	NOTE: Driver herein will be a working driver assisting with the move.	per hr	SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
	i) Van with driver		SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
3. b)	ii) Straight Truck with driver	per hr	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
3. b)	iii) Trailer Truck with driver	per hr	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____

E6TOR-12RM21/A

tor015

E6TOR-12RM21

TOR-2-35296

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
3. b)	iv) Class "A" Driver	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____
3. b)	v) Class "B" Driver	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____

E6TOR-12RM21/A

tor015

E6TOR-12RM21

TOR-2-35296

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
4. a)	<b>Materials</b>				
	i) Standard 2 ft <sup>3</sup> carton boxes	per box	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
4. a)	<b>Materials</b>				
	ii) Rental -Regular Plastic Bins with Lids	Ea/day	NW \$ _____	NW \$ _____	NW \$ _____
			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
			NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
			SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____

E6TOR-12RM21/A

tor015

E6TOR-12RM21

TOR-2-35296

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
4. a)	<b>Materials</b>  iii) 3" core x 1-7/8" wide Packing Tape, 66 m/roll	Per roll	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____
4. a)	<b>Materials</b>  iv) Packing Labels, 12 labels per sheet, each label 3" w x 2" h	Per sheet	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____

E6TOR-12RM21/A

tor015

E6TOR-12RM21

TOR-2-35296

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
4. a)	<b>Materials</b> v) Extraordinary packing supplies: 1) Bubble wrap \$_____/roll 2) 2 sided tape \$_____/roll 3) Shrink wrap \$_____/roll 4) Keyboard bags \$_____/each 5) Clips & anchors \$_____/bag				
4. b)	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	NW \$_____ NE 1 \$_____ NE 2 \$_____ NE 3 \$_____ SE 1 \$_____ SE 3 \$_____ SW 2 \$_____ SW 3 \$_____	NW \$_____ NE 1 \$_____ NE 2 \$_____ NE 3 \$_____ SE 1 \$_____ SE 3 \$_____ SW 2 \$_____ SW 3 \$_____	NW \$_____ NE 1 \$_____ NE 2 \$_____ NE 3 \$_____ SE 1 \$_____ SE 3 \$_____ SW 2 \$_____ SW 3 \$_____

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
5.	<b>System Installation</b> (e.g. assemble/ dismantle furniture) - On-site productive hours		NW \$ _____	NW \$ _____	NW \$ _____
a)			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
	During regular hours 0800 to 1700 hours, Monday to Friday inclusive	per hr	NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
	i) Supervisor		SE 2 \$ _____	SE 2 \$ _____	SE 2 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
5.	<b>System Installation</b> (e.g. Assemble/ dismantle furniture) On-site productive hours.		NW \$ _____	NW \$ _____	NW \$ _____
b)			NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
			NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
	Outside regular hours, Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	Per hr	NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
	l) Supervisor		SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
			SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
			SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
			SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____

Item	Class of Labour, Plant or Material	Unit	Year 1 Unit price	Year 2 Unit Price	Year 3 Unit Price
5. c)	<b>System Installation</b> (e.g. Assemble/ dismantle furniture) On-site productive hours.  During regular hours 0800 to 1700 hours, Monday to Friday inclusive.  ii) Installer	per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____
5. d)	<b>System Installation</b> (e.g. Assemble/ dismantle furniture) On-site productive hours.  Outside regular hours Mondays to Fridays inclusive, all day Saturday and Sunday and Statutory Holidays.  ii) Installer	Per hr	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____	NW \$ _____ NE 1 \$ _____ NE 2 \$ _____ NE 3 \$ _____ SE 1 \$ _____ SE 3 \$ _____ SW 2 \$ _____ SW 3 \$ _____



**ANNEX "C"**

**STANDING OFFER REPORTING DATA**

The Offeror understands that it is their responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Contracting Authority to: [aaron.abela@pwgsc.gc.ca](mailto:aaron.abela@pwgsc.gc.ca).

Standing Offer Reporting Data must be submitted every quarter, detailing the information below.:

Offerors' Name: \_\_\_\_\_ Offerors' Contact Info: \_\_\_\_\_

GSIN: \_\_\_\_\_ Description: \_\_\_\_\_

Original Value of SO: \$ \_\_\_\_\_ Amended Value of SO \$ \_\_\_\_\_

Standing Offer	(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)	
	Total Value for Reporting Period (\$)	Item Description	Start Reporting Period (DD/MM/YYYY)	Unit of Measure (each, litre, etc..)	End Reporting Period (DD/MM/YYYY)	Value of Order (not including GST or Delivery)
Department Requesting	Order Number	Item Description	Start Reporting Period (DD/MM/YYYY) <td>Unit of Measure (each, litre, etc..) <td>End Reporting Period (DD/MM/YYYY) <td>Value of Order (not including GST or Delivery)</td> </td></td>	Unit of Measure (each, litre, etc..) <td>End Reporting Period (DD/MM/YYYY) <td>Value of Order (not including GST or Delivery)</td> </td>	End Reporting Period (DD/MM/YYYY) <td>Value of Order (not including GST or Delivery)</td>	Value of Order (not including GST or Delivery)

Refer to Part 7.A. Article 3.2

NIL REPORT: We have not done any business with the federal government for this period \_\_\_\_\_

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.

## ANNEX "D"

### INSURANCE

#### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:

Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

## **2. Automobile Liability Insurance**

1. Automobile Liability [Sections A & B] insurance must be effected by the Contractor and maintained in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence. .
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **3. All Risk in Transit Insurance**

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$250,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
  - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
  - (b) Loss Payee: Canada as its interest appears or as it may direct.
  - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Identified User and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## **4. Bailee's Customer's Goods Insurance**

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$7,500.00. Government Property must be insured on a "Replacement Cost (new)" basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:

(a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.

(b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused

**ANNEX "E"**

**SECURITY REQUIREMENT CHECK-LIST**

(see attached)

**ANNEX "F"**  
**EVALUATION CRITERIA**

**Mandatory Technical Criteria**

The Offeror must meet all of the mandatory criteria stipulated herein in order to be considered responsive.

<b>Item</b>	<b>Mandatory Requirements</b>	<b>Identify Section of Proposal Requirement is Met</b>
1	<p>The Offeror must demonstrate that they have a minimum three (3) years experience in performing commercial office moving projects.</p> <p>The Offeror must submit supporting documentation to substantiate the years in business with their offer.</p>	
2	<p>The Offeror must propose a minimum of 2 Site Supervisors. Each site supervisor must have a minimum of 3 years experience in supervising moving teams, a valid first-aid training certification, and Health &amp; Safety certificate.</p> <p>A moving team is defined as:            One (1) Driver            One (1) Installer            One (1) Mover/Helper            One (1) Supervisor            *The supervisor can also be the driver, installer or mover/helper and is the Offerors responsibility to indicate as such.</p> <p>The Offeror must submit the resumes and valid first-aid training and Health &amp; Safety certificates for each proposed Supervisor.</p> <p>The Offeror's proposed Site Supervisors may demonstrate several candidates, however, Canada will only evaluate the first 2 resources identified.</p>	
3	<p>The Offeror must demonstrate their ability to respond to emergency call-ups within the twenty-four (24) hours from time of request.</p>	

<p>4</p>	<p>The Offeror must have a minimum 5000 sq. Ft. storage facility accessible to them. The storage facility must not be a public storage facility and the Offeror must provide proof that they own or currently rent the facility being proposed at the date of solicitation closing.</p> <p>*Accessible is defined as a storage facility that is currently owned or rented by the Offeror on the date the solicitation is published.</p> <p>For a storage facility to qualify, it must have a minimum 5000 sq. Ft. Two or more separate storage facilities cannot be combined in order to meet the 5000 sq. Ft. Threshold.</p> <p>The Offeror must provide documented proof indicating the size of the storage facility.</p> <p>Any of the following would be considered acceptable documented proof:</p> <ol style="list-style-type: none"> <li>1. Proposed facility floor plan</li> <li>2. Material Safety Data Sheet (MSDS) for the proposed facility.</li> <li>3. A fire safety plan for the proposed facility</li> </ol> <p>The Offeror must provide documented proof indicating if they own or rent the facility being proposed on the solicitation closing date.</p> <p>Any of the following would be considered acceptable documented proof:</p> <ol style="list-style-type: none"> <li>1. Deed to the Property</li> <li>2. Copy of the Rental Agreement.</li> </ol>	
<p>5</p>	<p>The Offeror must specify, with a check mark, or by inputting in the "specify other" category, each area they are intending to submit an offer for:</p> <p>Northwest _____; Northeast 1 _____;</p> <p>Northeast 2 _____; Northeast 3 _____;</p> <p>Southeast 1 _____; Southeast 2 _____;</p> <p>Southeast 3 _____; Southwest 1 _____;</p> <p>Southwest 2 _____; Southwest 3 _____;</p> <p>GTAA _____;</p>	

<b>6</b>	<p>The Offeror must demonstrate their ability to deploy a minimum of two (2) straight trucks and one (1) cargo van.</p> <p>*A straight truck is defined by having a 5 tonne weight capacity limit and consist of a 25 ft box.</p>	
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**Point Rated Technical Criteria**

**1. Rating Table**

**A. Corporate Experience**

**A.1 Past Similar Experience (Maximum 10 points, minimum 6)**

The Offeror should demonstrate, their experience in assembling and disassembling office system furniture.

The Offeror should provide a list of five (5) projects completed within the past two (2) years to substantiate the above.

For a project to qualify, it must involve, at a minimum, 50 employees or more, or two separate or simultaneous moves occurring on the same day for 30 employees or more. If more than five (5) projects are listed, only the first five only will be evaluated.

It is requested that a table-style format be used to capture ALL projects, with separate columns for each of the following:

- (a) Name of the project
- (b) Summary description of the services provided relative to the assembling and disassembling of office system furniture
- (c) Duration of the project - start and completion dates
- (d) Number/description of resources assigned to the project
- (e) Description of the Offerors role on the project
- (f) Copy of invoice and reference contact person (including name and telephone number) for each project referenced, who may or may not be contacted.

**A.2 Systems Furniture Experience (Maximum 16 points, minimum 8)**

The Offeror should specify, with a check mark or inputting in 'specify other', all of the applicable system furniture for which they have experience.

System Furniture:

Teknion_____	Haworth_____
Steelcase_____	Precision_____;
Artief_____	Knoll_____
Ref_____	Hexo_____
Global/Boulevard_____	TAB_____
Datafile_____	CorCan_____
Herman Miller_____	
Specify Other_____	Specify Other_____ Specify Other_____

**B. Resources/Equipment (Maximum 52 points, minimum 26)**

The Offeror should provide a detailed document that outlines the number of resources available for the following labour categories (Site Supervisor; Certified Installers, Accessible Straight Trucks, Accessible Cargo Vans, Accessible and Owned Trailers).

- B.1 The Offeror should provide a detailed document outlining their ability to employ/recruit additional supervisors available (above and beyond what is indicated under Part 1 - Mandatory Technical Criteria) that may be drawn upon for the work under this Standing Offer.

The Offeror should also provide the number of additional supervisors available above and beyond what is indicated under Part 1 - Mandatory Technical Criteria, that may be drawn upon for the work under this Standing offer.

- B.2 The Offeror should provide a detailed document outlining their ability to employ certified installers available (above and beyond what is indicated under Part 1 - Mandatory Technical Criteria) for systems furniture.

The Offeror should also provide the number of additional installers available above and beyond what is indicated under Part 1 - Mandatory Technical Criteria, that may be drawn upon for the work under this Standing offer.

- B.3 The Offeror should provide a detailed document outlining the number of additional available straight trucks (above and beyond the previously identified two (2) straight trucks available under Part 1 - Mandatory Criteria) that are accessible and may be drawn upon for work under the Standing Offer.

- B.4 The Offeror should provide a detailed document outlining the number of additional available cargo vans (above and beyond the previously identified one (1) cargo van available under Part 1 - Mandatory Criteria) that are accessible and may be drawn upon for work under the Standing Offer.

- B.5 The Offeror should provide a detailed document outlining the number of trailers that are accessible and may be drawn upon for the work under the Standing Offer

- B.6 The Offeror should provide a detailed document outlining the number of trailers that are owned and may be drawn upon for the work under the Standing Offer.

**C. Storage Facility (Maximum 12 points, minimum 6)**

- C.1 The Offeror should provide detailed documentation for each proposed storage facility including the following:

- (a) Size of the Facility,
- (b) Climate Control
- (c) Ventilation and Security System.

If more than one facility is proposed, each will be evaluated individually. Each individual overall score for each site will be combined and divided by the number of facilities proposed by the Offeror to determine an average overall score.

**D. References (Maximum 20 points, minimum 12)**

D.1 The Offeror should describe one (1) situation where they encountered an urgent requirement that involved the moving and relocating of office equipment and furniture with less than one (1) day's notice for major client (i.e. government or industry).

The Offeror should include:

- Name and location of the organization for whom work was done for;
- Name and telephone number of an individual that will be contacted in regard to your firm's performance and the information you have addressed herein;
- Length of time your firm has provided service for the named organization
- Describe the urgent requirement connected with the project.

Three attempts will be made to contact the reference. If the contact person cannot be reached after 3 attempts have been made, the reference will receive zero points.

D.2 The Offeror should describe one (1) situation where they had to handle sensitive equipment (i.e. personal computers and associated peripheral devices).

The Offeror should include

- Name and location of the organization for whom work was done for;
- Name and telephone number of an individual that will be contacted in regard to your firm's performance and the information you have addressed herein;
- Length of time your firm has provided service for the named organization
- Describe that type of sensitive equipment was handled and the quantity.

Three attempts will be made to contact the references. If the contact person cannot be reached after 3 attempts have been made, the reference will receive zero points

ANNEX "G"

FINANCIAL EVALUATION

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
1.	Mobilization and Demobilization Cost - all inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	NW 8 days NE 1 days NE2 8 days NE3 8 days SE 1 10 days SE3 10 days SW2 8 days SW3 10 days	NW \$ NE 1 \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$	NW \$ NE \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$	NW \$ NE 1 \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$	NW \$ NE 1 \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$	NW \$ NE 1 \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$	NW \$ NE 1 \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$	NW \$ NE 1 \$ NE 2 \$ NE 3 \$ SE 1 \$ SE 3 \$ SW 2 \$ SW 3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years		
2. a)	Labour - On-site productive hours During regular hours 0800 to 1700 hours; Monday to Friday inclusive  i) Supervisor	per hr	NW	NW	NW	NW	NW	NW	NW	NW	NW	
			50	\$	\$	\$	\$	\$	\$	\$	\$	
			NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1
			50	\$	\$	\$	\$	\$	\$	\$	\$	
			NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2
			50	\$	\$	\$	\$	\$	\$	\$	\$	
			NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3
			50	\$	\$	\$	\$	\$	\$	\$	\$	
			SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1
			60	\$	\$	\$	\$	\$	\$	\$	\$	
			SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3
			60	\$	\$	\$	\$	\$	\$	\$	\$	
SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2			
50	\$	\$	\$	\$	\$	\$	\$	\$				
SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3			
50	\$	\$	\$	\$	\$	\$	\$	\$				

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
2. a)	ii) Helper	per hr	NW 50 NE1 50 NE2 50 NE3 50 SE1 60 SE3 60 SW2 50 SW3 60	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years	
2. b)	<b>Labour - On-site</b> productive hours Outside regular hours Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays per hr i) Supervisor		NW 60	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	
			NE1 60	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	
			NE2 60	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	
			NE3 60	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	
			SE1 80	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	
			SE3 80	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	
			SW2 60	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	
			SW3 80	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
2. b)	ii) Helper	per hr								
		NW	60	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$
		NE1	60	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$
		NE2	60	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$
		NE3	60	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$
		SE1	80	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$
		SE3	80	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$
		SW2	60	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$
		SW3	80	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years		
3.	<b>Vehicle</b> During regular hours 0800 to 1700 hours, Monday to Friday inclusive NOTE: Driver herein will be a working driver assisting with the move. i) Van with driver	per hr	NW	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$		
a)			NE1	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	
			NE2	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	
			NE3	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	
			SE1	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	
			SE3	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	
			SW2	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	
			SW3	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3. a)	ii) Straight Truck with driver	per hr	NW 25 NE1 25 NE2 25 NE3 25 SE1 35 SE3 35 SW2 25 SW3 35	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3. a)	iii) Trailer Truck with driver	per hr	NW 3 NE1 3 NE2 3 NE3 3 SE1 3 SE3 3 SW2 3 SW3 3	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____	NW \$ _____ NE1 \$ _____ NE2 \$ _____ NE3 \$ _____ SE1 \$ _____ SE3 \$ _____ SW2 \$ _____ SW3 \$ _____

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3. a)	iv) Class "A" Driver	per hr								
			NW 3	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$
			NE1 3	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$
			NE2 3	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$
			NE3 3	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$
			SE1 3	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$
			SE3 3	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$
			SW2 3	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$
			SW3 3	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3. a)	v) Class "B" Driver	per hr								
			NW 3	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$
			NE1 3	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$
			NE2 3	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$
			NE3 3	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$
			SE1 3	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$
			SE3 3	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$
			SW2 3	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$
			SW3 3	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3.	<b>Vehicle</b>									
b)	Outside regular hours, Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays  NOTE: Driver herein will be a working driver assisting with the move.  i) Van with driver	per hr	NW 5 NE1 5 NE2 5 NE3 5 SE1 8 SE3 8 SW2 5 SW3 8	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years	
3. b)	ii) Straight Truck with driver	per hr	NW	NW	NW	NW	NW	NW	NW	NW	
			25	\$	\$	\$	\$	\$	\$		
			NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1
			25	\$	\$	\$	\$	\$	\$	\$	
			NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2
			25	\$	\$	\$	\$	\$	\$	\$	
			NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3
			35	\$	\$	\$	\$	\$	\$	\$	
			SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1
25	\$	\$	\$	\$	\$	\$	\$	\$			
SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3		
35	\$	\$	\$	\$	\$	\$	\$	\$	\$		
SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	
25	\$	\$	\$	\$	\$	\$	\$	\$	\$		
SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	
35	\$	\$	\$	\$	\$	\$	\$	\$	\$		

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years			
3. b)	iii) Trailer Truck with driver	per hr	NW	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$		
			NE1	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	
			NE2	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	
			NE3	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	
			SE1	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	
			SE3	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	
			SW2	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	
			SW3	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit Price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3. b)	iv) Class "A" Driver	per hr		NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$
			3	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$
			3	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$
			3	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$
			3	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$
			3	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$
			3	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$
			3	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
3. b)	M) Class "B" Driver	per hr								
			NW 3	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$
			NE1 3	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$
			NE2 3	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$
			NE3 3	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$
			SE1 3	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$
			SE3 3	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$
			SW2 3	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$
			SW3 3	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
4. a)	Materials i) Standard 2 ft <sup>3</sup> carton boxes	per box	NW 600 NE1 600 NE2 600 NE3 600 SE1 1100 SE3 800 SW2 600 SW3 1100	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years	
4. a)	Materials ii) Rental -Regular Plastic Bins with Lids	Ea/day	NW	250	NW \$ _____	NW \$ _____	NW \$ _____	NW \$ _____	NW \$ _____	NW \$ _____	NW \$ _____
			NE1	250	NE1 \$ _____	NE1 \$ _____	NE1 \$ _____	NE1 \$ _____	NE1 \$ _____	NE1 \$ _____	NE1 \$ _____
			NE2	250	NE2 \$ _____	NE2 \$ _____	NE2 \$ _____	NE2 \$ _____	NE2 \$ _____	NE2 \$ _____	NE2 \$ _____
			NE3	250	NE3 \$ _____	NE3 \$ _____	NE3 \$ _____	NE3 \$ _____	NE3 \$ _____	NE3 \$ _____	NE3 \$ _____
			SE1	350	SE1 \$ _____	SE1 \$ _____	SE1 \$ _____	SE1 \$ _____	SE1 \$ _____	SE1 \$ _____	SE1 \$ _____
			SE3	350	SE3 \$ _____	SE3 \$ _____	SE3 \$ _____	SE3 \$ _____	SE3 \$ _____	SE3 \$ _____	SE3 \$ _____
			SW2	250	SW2 \$ _____	SW2 \$ _____	SW2 \$ _____	SW2 \$ _____	SW2 \$ _____	SW2 \$ _____	SW2 \$ _____
			SW3	550	SW3 \$ _____	SW3 \$ _____	SW3 \$ _____	SW3 \$ _____	SW3 \$ _____	SW3 \$ _____	SW3 \$ _____

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
4. a)	<b>Materials</b>									
	iii) 3" core x 1-7/8" wide Packing Tape, 66 m/roll	Per roll								
			NW 60	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$
			NE1 60	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$
			NE2 60	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$
			NE3 60	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$
			SE1 75	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$
			SE3 75	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$
			SW2 60	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$
			SW3 100	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1		Year 2		Year 3		Total for 3 Years			
				Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price				
4. a)	Materials iv) Packing Labels, 12 labels per sheet, each label 3" w x 2" h	Per sheet	NW	125	NW	NW	NW	NW	NW	NW	NW		
			NE1	125	NE 1	NE 1	NE 1	NE 1	NE 1	NE 1	NE 1	NE 1	
			NE2	125	NE 2	NE 2	NE 2	NE 2	NE 2	NE 2	NE 2	NE 2	
			NE3	125	NE 2	NE 2	NE 2	NE 2	NE 2	NE 2	NE 2	NE 2	
			SE1	150	NE 3	NE 3	NE 3	NE 3	NE 3	NE 3	NE 3	NE 3	
			SE3	150	NE 3	NE 3	NE 3	NE 3	NE 3	NE 3	NE 3	NE 3	
			SW2	125	SE 1	SE 1	SE 1	SE 1	SE 1	SE 1	SE 1	SE 1	SE 1
			SW3	200	SE 3	SE 3	SE 3	SE 3	SE 3	SE 3	SE 3	SE 3	SE 3
					SW 2	SW 2	SW 2	SW 2	SW 2	SW 2	SW 2	SW 2	SW 2
					SW 3	SW 3	SW 3	SW 3	SW 3	SW 3	SW 3	SW 3	SW 3

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
4. b)	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	NW 8 NE1 8 NE2 8 NE3 8 SE1 10 SE3 10 SW2 8 SW3 3	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years		
5. a)	System Installation (e.g. assemble/ dismantle furniture) - On-site productive hours  During regular hours 0800 to 1700 hours, Monday to Friday inclusive  i) Supervisor	per hr	NW	NW	NW	NW	NW	NW	NW	NW	NW	
			25	\$	\$	\$	\$	\$	\$	\$	\$	
			NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1	NE1
			25	\$	\$	\$	\$	\$	\$	\$	\$	
			NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2	NE2
			25	\$	\$	\$	\$	\$	\$	\$	\$	
			NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3	NE3
			30	\$	\$	\$	\$	\$	\$	\$	\$	
			SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1	SE1
			25	\$	\$	\$	\$	\$	\$	\$	\$	
SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3	SE3			
30	\$	\$	\$	\$	\$	\$	\$	\$				
SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2	SW2		
25	\$	\$	\$	\$	\$	\$	\$	\$	\$			
SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3	SW3		
30	\$	\$	\$	\$	\$	\$	\$	\$	\$			

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years				
5.	<b>System Installation</b> (e.g. Assemble/dismantle furniture) On-site productive hours.  Outside regular hours, Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.  l) Supervisor	Per hr	NW 30	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$			
			NE1 30	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$	NE1 \$		
			NE2 30	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$	NE2 \$		
			NE3 30	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$	NE3 \$		
			SE1 40	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$	SE1 \$		
			SE3 40	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$	SE3 \$		
			SW2 30	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$	SW2 \$		
			SW3 40	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$	SW3 \$		

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years
5. c)	<b>System Installation</b> (e.g. Assemble/dismantle furniture) On-site productive hours. During regular hours 0800 to 1700 hours, Monday to Friday inclusive. i) Installer	per box	NW 30 NE1 30 NE2 30 NE3 30 SE1 40 SE3 40 SW2 30 SW3 40	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$	NW \$ NE1 \$ NE2 \$ NE3 \$ SE1 \$ SE3 \$ SW2 \$ SW3 \$

Item	Class of Labour, Plant or Material	Unit	Estimated Hours or Qty./Year	Year 1 Unit price	Year 1 Extended Price	Year 2 Unit Price	Year 2 Extended Price	Year 3 Unit Price	Year 3 Extended Price	Total for 3 Years			
5. d)	<b>System Installation</b> (e.g. Assemble / dismantle furniture) On-site productive hours.  Outside regular Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.  ii) Installer	Ea/day	NW 30	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$	NW \$			
			NE1 30	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$	NE 1 \$				
			NE2 30	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$	NE 2 \$				
			NE3 30	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$	NE 3 \$				
			SE1 40	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$	SE 1 \$				
			SE3 40	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$	SE 3 \$				
			SW2 30	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$	SW 2 \$				
			SW3 40	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$	SW 3 \$				

6.	Warehousing	ft <sup>2</sup> /mo.			
	Specify area and address:	Estimated number of moves per year: 40	NW \$ _____	NW \$ _____	NW \$ _____
	Area: _____		NE 1 \$ _____	NE 1 \$ _____	NE 1 \$ _____
	Address: _____	Average estimated storage area required for each move:	NE 2 \$ _____	NE 2 \$ _____	NE 2 \$ _____
	_____		NE 3 \$ _____	NE 3 \$ _____	NE 3 \$ _____
	_____		SE 1 \$ _____	SE 1 \$ _____	SE 1 \$ _____
	_____	1,000 ft <sup>2</sup>	SE 3 \$ _____	SE 3 \$ _____	SE 3 \$ _____
	Area: _____		SW 2 \$ _____	SW 2 \$ _____	SW 2 \$ _____
	Address: _____		SW 3 \$ _____	SW 3 \$ _____	SW 3 \$ _____
	_____				
	_____				
	_____				
	Area: _____				
	Address: _____				



Contract Number / Numéro du contrat E6TOR-12RM21
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Mississauga Acquisitions	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail RMSO to provide all labour, material, and equipment required for the provision of moving and storage services, on an "as and when requested" basis, to authorized Federal Government Departments and Agencies in the Ontario Region, excluding NCR.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat E6TOR-12RM21
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  No  Yes  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  No  Yes  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
 If Yes, will unscreened personnel be escorted?  No  Yes  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  No  Yes  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui  
 11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  No  Yes  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  No  Yes  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui  
 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  Non  Oui



Contract Number / Numéro du contrat E6TOR-12RM21
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No  Yes  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No  Yes  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat E6TOR-12RM21
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Gilan Marco Iannone Abela, Aaron	Title - Titre Project Coordinator Supply Officer	Signature 
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Telephone No. - N° de téléphone 905-615-2061	Facsimile No. - N° de télécopieur 905-615-2060	E-mail address - Adresse courriel aaron.abela@pwgsc.gc.ca	Date 2013/01/08
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**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) von Zuben, John	Title - Titre SO	Signature 	Digitally signed by VonZuben, John DN: cn=CA, o=GC, ou=PWGSC-TPSGC, email=VonZuben, John Date: 2013.01.09 14:33:27 -0500
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Telephone No. - N° de téléphone 416-512-5968	Facsimile No. - N° de télécopieur 416-952-6481	E-mail address - Adresse courriel John.vonZuben@pwgsc.gc.ca	Date
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) Aaron Abela	Title - Titre Supply Officer	Signature 
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Telephone No. - N° de téléphone 905-615-2061	Facsimile No. - N° de télécopieur 905-615-2060	E-mail address - Adresse courriel aaron.abela@pwgsc.gc.ca	Date 2013-01-11
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**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) Anna Kulyoka	Title - Titre Contract Sec. Officer	Signature 
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Telephone No. - N° de téléphone 613 9571258	Facsimile No. - N° de télécopieur 613 9544171	E-mail address - Adresse courriel anna.kulyoka@pwsc.gc.ca	Date Jan. 14, 2013
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