

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services Canada**  
**Telus Plaza North/Plaza Telus Nord**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Relocate Equipment - AANDC	
<b>Solicitation No. - N° de l'invitation</b> EW038-123024/A	<b>Date</b> 2012-03-01
<b>Client Reference No. - N° de référence du client</b> EW038-123024	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-002-9315	
<b>File No. - N° de dossier</b> EDM-1-34786 (002)	<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 2012-03-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Scott, Jasmine	<b>Buyer Id - Id de l'acheteur</b> edm002
<b>Telephone No. - N° de téléphone</b> (780) 497-3578 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AANDC GALLERY BUILDING 5110 - 50TH AVENUE YELLOWKNIFE NORTHWEST TERRITORIES X1A1S2 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

For the supply of all labour, materials, equipment, tools, supervision and transportation necessary to provide relocation services from existing government facilities into a new location for Department of Aboriginal Affairs and Northern Development Canada (AANDC), Yellowknife, Northwest Territories (NT). All origin and destination locations are within the City of Yellowknife, NT.

### **3. Tlicho Land Claim and Self-Government Agreement**

The requirements of the Tlicho Land Claims and Self-Government Agreement ([http://www.ainc-inac.gc.ca/pr/agr/nwts/tliagr2\\_e.pdf](http://www.ainc-inac.gc.ca/pr/agr/nwts/tliagr2_e.pdf)) will apply to the proposed procurement. Bidders are therefore requested to maximize aboriginal employment, subcontracting and on-the-job training opportunities, and involve local, regional and Aboriginal citizens and businesses, in carrying out the work under this project. The benefits that apply to this procurement are contained in: Chapter 26, of the Tlicho Land Claims and Self-Government Agreement.

### **4. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

## **2. Submission of Bids**

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

## **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **4. Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **5. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Tuesday, March 20, at 11:00 am MDT, main lobby Bellanca Building, 4914 - 51 Street, Yellowknife, NT. Bidders are requested to communicate with the Contracting Authority one (1) day before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Financial Bid (2 hard copies)

Section II: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders are encouraged to:

- 1) use 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: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **1.1 SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Optional: Bonus points for Aboriginal Opportunities Consideration as detailed in Annex "D", a list of names of the persons to be hired or alternatively, the proposed method of hiring for the Comprehensive Land Claims Agreement is to be provided. An outline of the approach and methodology of the Aboriginal Opportunities Consideration must be detailed in the proposal.

#### **1.1 Financial Evaluation**

The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) Unit prices will be multiplied by the estimated usage for each line item in the Basis of Payment, Annex "B" to achieve an extended price.
- (b) The results of the calculations in (a) above will be added together to obtain the total evaluated bid price.
- (c) If applicable: the percentage reduction obtained from the Aboriginal Opportunities Consideration will then be applied to achieve the total evaluated bid price.

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

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

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

### 1. Certifications Precedent to Contract Award

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

#### 1.1 Federal Contractors Program - Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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 <http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>, 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;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP <http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml> is available on the HRSDC Web site.

## 1.2 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, bidders 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 PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

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

If so, the Bidder 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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;



- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force 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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **1.3 Canadian Content Certification**

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

**1.3.2** This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

### **1.4 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

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

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

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010C (2011-05-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from April 10, 2012 to May 31, 2012 inclusive.

Tentative start date for physical move is April 23, 2012. Physical move may take two to three weeks. The date of the actual move will be determined between the Technical Authority and the Contractor.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Jasmine Scott  
Supply Specialist  
Acquisitions, Western Region  
Department of Public Works and Government Services  
Telus Plaza North,  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T5J 1S6

Telephone: (780) 497-3578  
Facsimile: (780) 497-3510  
E-mail address: [jasmine.scott@pwgsc-tpsgc.gc.ca](mailto:jasmine.scott@pwgsc-tpsgc.gc.ca)

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

**5.2 Technical Authority***(To be filled in at Contract Award)*

The Technical Authority for the Contract is:

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

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

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

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

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

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

E-mail: \_\_\_\_\_.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**5.3 Contractor's Representative***(To be filled in by bidder)*

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

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

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

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

**6. Payment****6.1 Basis of Payment - Limitation of Expenditure**

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

**6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_(to be determined at contract award)\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- (a) when it is 75 percent committed, or

- (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

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

### **6.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
 C0705C (2010-01-11) Discretionary Audit  
 C0710C (2007-11-30) Time and Contract Price Verification  
 H1000C (2008-05-12) Single Payment

## **7. 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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

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.

## **8. Certifications**

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

### **8.2 SACC Manual Clauses**

A3000C (2011-05-16) Aboriginal Business Certification  
 A3060C (2008-05-12) Canadian Content Certification

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 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 Articles of Agreement;
- (b) the general conditions 2010C (2011-05-16), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Insurance Requirements;
- (f) the Contractor's bid dated \_\_\_\_\_.

## 11. SACC Manual Clauses

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

A9041C (2008-05-12) Salvage

A9068C (2010-01-11) Government Site Regulations

B1501C (2006-06-16) Electrical Equipment

## 12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". 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.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**Title:** Department of Aboriginal Affairs and Northern Development Canada (AANDC), Yellowknife, Northwest Territories Relocation Services

#### **Requirement:**

Work under this Contract covers supply of all labor, materials, equipment, tools, supervision and transportation necessary to relocate AANDC from two (2) separate buildings in Yellowknife, NT to a different building in Yellowknife, NT.

#### **Building Locations:**

##### **1. Existing Buildings:**

a) Bellanca Building

4914 - 51 Street

Yellowknife, NT

b) PreCambrian Building

4920 - 52 Street

Yellowknife, NT

##### **2. New Building:**

Gallery Building

4923 - 52 Street

Yellowknife, NT

#### **Scope of Work**

##### **1. General:**

- 1.1 Where used in the following detailed description of the Statement of Work, the word "relocate" means the component of the work including the activities listed below.
- 1.2 The PWGSC Technical Authority will supply plans and scope of work for each phase of the move.
- 1.3 For General Office moves the Contractor will:
  - 1.3.1 Dismantle all workstations components, screens, furniture, shelving, fixtures and effects, including office equipment such as white boards, bulletin boards, and other parts of equipment that are affixed to walls and other parts of existing facilities, where required;
  - 1.3.2 All dismantled cubicle panels and surfaces should be arranged and stacked on each floor per panels and surface sizes. Surplus of these cubicle panels and surface will be responsibility of the Client. All electrical, DATA and Voice disconnections will be a responsibility of the client prior to dismantling work to take place by the contractor.
  - 1.3.3 Pack all identified items, except those packed by user departments, into boxes or other suitable containers (these will typically include files in shelving units, supplies from supply rooms and similar items);

- 
- 1.3.4 Move all items, including those packed in boxes and other containers from their locations and load them onto transporting equipment and/or vehicles where required;
  - 1.3.5 Transport or move all items to the new location or identified storage location;
  - 1.3.6 Install furniture, fixtures and effects, excepting those which are to be mounted on walls;
  - 1.3.7 Modify existing work surfaces as required and directed by the PWGSC Technical Authority; if required;
  - 1.3.8 Install electrical harnesses for the integrated systems. Electrical connection to base building power and cabling and installation of voice/data outlets will be arranged by the PWGSC Technical Authority. Coordinate all workstation installation work with electrical and voice/data contractors;
  - 1.3.9 Replace those items previously removed from shelves and racks;
  - 1.3.10 Relocate all contents of the existing facilities, except as specifically excluded from the work.
  - 1.3.11 Accompany the Technical Authority and the Client Departmental representative on a walk through prior to the move at all locations in order to note any existing damages to the furniture and interior building areas involved with the move. Upon completion of each move phase, a final walk through will be conducted to determine any damages that require repairs.
  - 1.3.12 Take all reasonable precautions against accidental damage to any building fixtures, including (but not limited to) walls, windows, elevators, flooring, client property etc. The Mover will assume liability for any damage to Client property that is attributable to the negligence, whether intended or unintended of his employees and representatives.
- 1.4 The following work is **not** included in the scope of this Contract:
- 1.4.1 Disconnection and reconnection of computers and ancillary equipment including, but not limited to, monitors, printers, facsimile machines, photocopiers and other similar equipment;
  - 1.4.2 Packing and unpacking user's personal effects.

## 2. Other Contractors:

- 2.1 Power - PWGSC Technical Authority will arrange to have power disconnected prior to dismantling and will also arrange to have power connected for reinstalled cubicles, if required.
- 2.2 Voice/data - PWGSC Technical Authority will arrange to have voice and data disconnected prior to dismantling and will also arrange to have voice and data connected for reinstalled cubicles, if required.

### 3. General Office Contents

- 3.1 The Contractor will confirm the status of all general office contents with respect to the final disposition of such assets. Specifically, the Contractor must ensure they are aware of the final delivery location of every piece.
- 3.2 The Contractor will relocate all designated contents in strict accordance with the move schedule as provided by the PWGSC Technical Authority.
- 3.4 The Contractor will place all relocated items in areas identified on layouts.
- 3.5 The Contractor will protect all contents from physical damage and/or loss, and will take all precautions to protect from weather conditions prevalent at the time of the relocation.
- 3.6 The Contractor must not leave any items unattended throughout the relocation process.
- 3.7 The Contractor will immediately communicate any problems or foreseeable problems with the PWGSC Technical Authority

### 4. Designated Room(s)

- 4.1 The Contractor will pack all contents of designated rooms (to be identified by Technical Authority) into suitable enclosed cartons or containers (file carts) capable of containing one (1) complete shelf of contents or as directed by the Technical Authority. One shelf per carton per container. Packing may be carried out during regular working hours, (08:00 to 18:00) at a mutually agreed time and may be under the direction of PWGSC Technical Authority or designated PWGSC Representative or User Representative. Where file carts are used, the Contractor is to wrap the cart and contents in clear plastic wrap and label sequence of order, prior to moving the cart from the area. Packing will be completed under the supervision of a User Representative of the client department.
- 4.2 The Contractor will relocate such packed materials, taking appropriate measures to ensure both reasonable access and the absolute maintenance of sequencing though out the process.
- 4.3 The Contractor is to unpack and shelve these items to the satisfaction of the User Representative during regular working hours.
- 4.4 The Contractor is to relocate approximately 3770 lineal feet of files.
  - 1. --- Active Files --- Boxes in Records – closed & active.

### 5. Server Room & Communication Room Equipment

- 5.1 Server room and communication to be relocated by the IT section of AANDC. Not included in the general move contract.

### 6. Electronic and Computer Related Equipment

- 6.1 All peripheral equipment connected to computer workstations (keyboard, mouse, PDA) will be disconnected by User Designated IT staff. The contractor is to pack and bag these items after disconnection by the IT staff.
- 6.2 The Contractor will relocate all of the components of all PC's, workstations, printers, network apparatus, keyboards and peripheral devices in enclosed carts.



- 6.3 The Contractor will ensure that all components of any single system, workstation or configuration remain with that system, workstation or configuration upon delivery.

## 7. Quality Control:

- 7.1 Contractor will disassemble, move, and reassemble any identified file cabinets.
- 7.2 The Contractor will provide the services of a dedicated project manager and other qualified personnel as required, to assess the magnitude of the project and to assist the Technical Authority with the planning of the move.
- 7.3 The Contractor will provide the services of one Crew Leader for each six persons involved in a move.

## 8. Schedule

- 8.1 Time is of the essence. PWGSC will not be responsible for schedule delays encountered by the Contractor, except when any such delay is the direct result of the actions of PWGSC or its designated personnel.
- 8.2 The Contractor will review a phased relocation schedule in accordance with the move schedule. AANDC will develop a moving logistics schedule to be used in conjunction with the move schedule. Once approved by the Technical Authority and the client, the schedule is to be maintained on an uninterrupted basis until completion.
- 8.3 The Contractor will provide PWGSC with an overall plan for the relocation activities and with fully detailed plans for each activity including written instructions for individual areas, departments and sections. In addition, the Contractor shall, when requested, provide User Departments with instructions, actual demonstrations and training in the packing of those goods for which the client is responsible.
- 8.4 Work hours will be as indicated;
- 8.4.1 Weekends 08:00 to 22:00
- 8.4.2 Weekdays 08:00 to 22:00

## 9. Contractor's General Responsibilities:

- 9.1 The Contractor will properly assess the magnitude of the work and mobilize sufficient qualified and trained personnel, flat dollies, library carts, panel dollies, furniture pads and tools (drills, bars, levels, etc.) to meet any reasonable demand, circumstance or situation.
- 9.2 The Contractor will supply and deliver to User Department a suitable quantity of tape with 50 tape guns and labels for 3000 boxes. These materials must be delivered to each client department site a minimum of 10 (ten) days in advance of the scheduled move dates or other designated time frame as determined by the PWGSC Technical Authority.
- 9.3 The Contractor will liaise with the Technical Authority and other such contractors as deemed necessary to ensure that specific items of equipment such as copying machines, computers, communications equipment, various file cabinets and other items designated, are packed and moved in accordance with manufacturer's specifications, so as to preserve the integrity and warranty provisions of equipment.

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- 9.4 The Contractor will advise the local authorities of the details of the relocation and obtain all permits, licenses and approvals as may be required.
- 9.5 The Contractor is responsible for removing all packing material. The Contractor is to work with the Building Manager at each location to determine what recycling facilities are available. All paper, cardboard, wood and metal items are to be removed from site and recycled in the appropriate manner. If required by the Building Manager, the Contractor is to supply and pay for appropriate bins for garbage and/or recycling purposes or is responsible for taking the material off site for disposal. The Building Managers will be identified prior to the move beginning.
- 9.6 Where cubicles and/or workstations are removed, any garbage removal not related to the cubicle and/or workstation disassembly will be the responsibility of the Crown.
- 9.7 Upon completion of each stage, the Contractor will walk through the installation area with the PWGSC Technical Authority to verify the operating condition of all installed product.
- 9.8 The Contractor will ensure that all the employees and subcontractors wear visible identification cards at all times while working on site.
- 9.9 All subcontractors to be engaged by the Contractor must be identified and obtain prior approval by PWGSC Technical Authority.

#### **10. Additional Information**

- 10.1 See attached list, Appendix 1 of Annex A - Items for Relocation for items to be included in the relocation. The list may be added to or reduced as items are identified for relocation or non-relocation.

## APPENDIX "A" TO ANNEX "A"

### ITEMS FOR RELOCATION

AANDC ITEMS FOR RELOCATION					
ITEM		AMOUNT			
Two Drawer Locking Storage	2	TV's		2	
Two Drawer File Cabinets	8	TV & Stand		2	
Two Door storage Cabinets	14	Printer Stand/TV Stands		4	
Three Drawer File Cabinets	2	DVD Case/Cabinets		2	
Boardroom Metal File Cabinets	3	Microfiche Cabinet		1	
Grand & Toy Cabinet	1	Microfiche Machine		1	
Supply Cabinets	3	Coffee Table		1	
Large Filing Drawers	1	End Tables		2	
Small Filing Cabinets	1	Chairs		95	
Four Drawer Cabinets	30	Table		1	
Five Drawer Cabinets	11	U Shaped Desk with Uppers		1	
Four Drawer Locking Cabinets	2	Computer Desk		1	
Two Door Storage Cabinet	14	Computer Monitor Tower		1	
Five Shelf Supply Cabinets	5	Computer Workstation		1	
Six Drawer Filing Cabinet	4	Table with Computer		1	
Cabinet	6	Computers		13	
Lockable Storage	1	Magazine Rack		1	
Large Cabinet	1	Paper Cutter		1	
Printers/faxes/Photocopiers	35	Roller Cart		2	
Publication Shelving	3	Sliding Mining Cabinet		7	
Book Shelf	7	Plant Stand		1	
Large Shelves	3	Pull Down Screens		3	
Four Shelf Units	1	Monitor		2	
Five Shelf Shelving Unit	1	Laminator		2	
Small Bookcase/Bookshelves	6	Paper Shredder c/w bins		5	
Three Shelf Book Case/Cabinet	11	Shredder		4	
Four Shelf Cabinet	16	Mylar Cabinet		3	
Five Shelf Display Cabinet	11	Map Holder		9	
Six Shelf Cabinet	9	Map Copier		1	
Six Shelf Book Case	3	Map Cutter		1	
Shelving Units	3	Drafting Table		2	
Five Shelf Pamphlet Display	3	Map Table		1	
Tall Bookshelf	2	Smart Board		1	
Storage Chest	1	Podium		1	
Wall Bookcase	4	Mail Machine		1	
Map Bin Cabinet	3	Dufflebags		2	
Non Classified Paper Bin	2				
Mail Box	1				
Whiteboard	5				
Xerox Work Center	7				
Digitizing Table	1				
Scanning Desk	1				
Vision Magnifier	1				

## ANNEX "B"

### BASIS OF PAYMENT

- Unit Prices are to include ALL applicable expenses, including all labour, materials, tools, equipment, transportation, personnel expenses and supervision necessary to provide relocation services to and from the work site and are to remain firm for the period of the Contract.
- Prices below are the unit prices that will be shown on itemized invoices.
- GST is not to be included in the prices but will be added as a separate item to any invoice issued against the Contract.
- Estimated usages are for evaluation purposes only, actual usages may vary from these amounts.

	Description	Unit	Estimated Usage
<b>A</b>	<b>Rates during regular working hours (08:00 – 18:00, Monday thru Friday)</b>		
01	Crew Leader (applicable for crew of 6 or more)	\$_____ / hour	250 hours
02	Mover	\$_____ / hour	1500 hours
03	Packer	\$_____ / hour	200 hours
04	Driver	\$_____ / hour	50 hours
05	Forklift c/w Driver	\$_____ / hour	50 hours
<b>B</b>	<b>Rates outside regular working hours (18:00 – 08:00, Monday thru Friday, and weekends or holidays)</b>		
01	Crew Leader (applicable for crew of 6 or more)	\$_____ / hour	200 hours
02	Mover	\$_____ / hour	1200 hours
03	Packer	\$_____ / hour	50 hours
04	Driver	\$_____ / hour	50 hours
05	Forklift c/w Driver	\$_____ / hour	50 hours
<b>C</b>	<b>Rate Schedules for the following to be provided with your bid:</b>		
01	Supply packing tape and tape guns plus labels for 3000 boxes.	\$_____ / tape gun	50 tape guns
02	Library carts	\$_____ / cart/day	50 carts
03	Tractor-trailer unit (within Yellowknife only)	\$_____ / hour	10 hours
04	Straight Truck unit (within Yellowknife only)	\$_____ / hour	50 hours
05	Delivery van unit (within Yellowknife only)	\$_____ / hour	50 hours

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## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

#### **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.

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## 2. Automobile Liability Insurance

- 2.1 The Contractor must obtain Automobile 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.
- 2.2 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

- 3.1 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 **\$100,000.00 per shipment**. Government Property must be insured on Replacement Cost (new) basis.
- 3.2 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.
- 3.3 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 Service Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## ANNEX "D"

### ABORIGINAL OPPORTUNITIES CONSIDERATION

#### **OPTIONAL BONUS POINTS:**

The following optional bonus points for Aboriginal Opportunities Consideration allow the Bidder to provide a plan for considerations of local and/or Regional Aboriginal citizens and communities in the identified Comprehensive Land Claim Areas.

An outline of the approach and methodology of the Aboriginal Opportunities Consideration must be detailed with the proposal.

<b>ABORIGINAL OPPORTUNITIES</b>	<b>Point Value</b>	<b>Score</b>
<b>Offices:</b> Bidder has an office located in a Comprehensive Land Claim Area (Tlicho Agreement).	<b>2</b>	
<b>Training and Development:</b> Bidder has provided an undertaking of a commitment with respect to delivery of training and/or development programs for local and/or regional Aboriginal citizens.  This will be evaluated based on the following criteria: Innovation Long-term Socio-Economic Benefit/Impact Marketable Training/Skills  Some ideas include but are not limited to: Apprenticeship Programs Summer employment for College/University students Scholarship funds Partnerships with Training Organizations (i.e. Colleges, Universities, ECO Canada, Mine Training Society)	<b>2</b>	
<b>Community Development:</b> Bidder has provided an undertaking of a commitment with respect to delivery of a community development program for local and/or regional Aboriginal citizens.  This will be evaluated based on the following criteria: Innovation Long-term Socio-economic Benefit/Impact Alignment with the Communities' development Plan  Some ideas include but are not limited to: Grants Infrastructure Equipment	<b>2</b>	
<b>Labour Recruitment:</b> Bidder provided a plan demonstrating the proposed approach to recruitment and employment of local and/or regional Aboriginal Labor.	<b>2</b>	

<p>The plan should include the proposed methods of recruitment, consultations with the Aboriginals and any local and/or regional Aboriginal citizens currently in employ with the firm.</p> <p>This will be evaluated based on the following criteria:</p> <p>Innovation</p> <p>Level of effort/consultation</p> <p>Socio-Economic Benefit/Impact</p> <p>Level of employment (i.e. Laborer vs. Engineer)</p> <p>Length of employment (i.e. Short term vs. permanent, Full time vs. Part time)</p>		
<p><b>Sub-contractors/Suppliers:</b></p> <p>Bidder provided a plan demonstrating the proposed approach to utilizing local and/or regional Aboriginal Subcontractors or Suppliers.</p> <p>The Plan should include but not be limited to:</p> <p>Potential Suppliers (including the Prime Contractor if applicable)</p> <p>List of existing available local and/or regional Aboriginal subs (If applicable)</p> <p>Consultation with local and/or regional Aboriginal Subcontractors/Suppliers</p>	2	
<b>MAXIMUM TOTAL POINTS AVAILABLE</b>	10	

The points obtained from the Aboriginal Opportunities Consideration (AOC) will be applied to the Evaluated Bid Price in the following manner:

**Point Scale:**

10 points	= 5.0% reduction in price for evaluation purposes only
9 points	= 4.5% reduction in price for evaluation purposes only
8 points	= 4.0% reduction in price for evaluation purposes only
7 points	= 3.5% reduction in price for evaluation purposes only
6 points	= 3.0% reduction in price for evaluation purposes only
5 points	= 2.5% reduction in price for evaluation purposes only
4 points	= 2.0% reduction in price for evaluation purposes only
3 points	= 1.5 % reduction in price for evaluation purposes only
2 points	= 1.0% reduction in price for evaluation purposes only
1 points	= 0.5% reduction in price for evaluation purposes only
0 points	= 0.0% reduction in price for evaluation purposes only

**Example:**

Evaluated Bid Price from the Basis of Payment - \$100,000.00

Points Scored from the Aboriginal Opportunities Consideration - 10 (5% reduction)

Total Evaluated Bid Price = \$95,000.00