

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

## **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> MOVING RCMP STAFF NEW HEAD QUARTERS	
<b>Solicitation No. - N° de l'invitation</b> E0225-130811/A	<b>Date</b> 2012-09-11
<b>Client Reference No. - N° de référence du client</b> E0225-13-0811	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-503-8766	
<b>File No. - N° de dossier</b> HAL-2-69123 (503)	<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 2012-10-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Forward (HAL), LeeAnne	<b>Buyer Id - Id de l'acheteur</b> hal503
<b>Telephone No. - N° de téléphone</b> (902) 496-5070 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 1713 BEDFORD ROW, 2ND FLOOR P.O. BOX 2247 HALIFAX NOVA SCOTIA B3J3 C9 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**

Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<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. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include Annex A, Statement of Work, Annex B, Basis of Payment, Annex C, Task Authorization Form 572, Annex D, PWGSC-TPSGC 229 Consent to a Criminal Record Verification and Annex E, Mandatory Requirements, Rated Requirements and Selection Method. Attachments include Attachment 1 - Financial Proposal.

### **2. Summary**

Public Works and Government Services Canada (PWGSC) on behalf of RCMP require a number of relocations from various sites in the Halifax Regional Municipality to the new RCMP Divisional Headquarters building located at 80 Garland Avenue, in the Burnside Industrial Park. This relocation exercise will entail approximately 11 move locations involving 500 Full Time Equivalents (FTE's) and will take place over a 9 month period commencing January 2013 for the first move. After the first move location is completed all remaining moves will start again April 2013 and go until all the move locations have been relocated to the new building. Subsequent to the final relocation redundant furniture and other associated equipment will be moved from the 11 move locations to a destination within the immediate Halifax-Dartmouth area. Scheduled

moves will take place from most locations more than one time. Further details are provided herein as per Annex A.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

### **3. 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 (2012-07-11) 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: one hundred and twenty (120) 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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Nova Scotia.

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. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work sites.

Arrangements have been made for site visit to be held on **September 26, 2012 commencing at 08:30 at 80 Garland Ave, Dartmouth N.S.** Bidders must communicate with the Contracting Authority no later than 3 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. 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: Technical Bid - 3 copies  
Section II: Financial Bid -1 copy  
Section III: Certifications -1 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) (<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: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

## **Section II: Financial Bid**

- 1.1** Bidders must submit their financial bid in accordance with Attachment 1 Financial Proposal Form. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**1.2 Exchange Rate Fluctuation**

C3011T (2010-01-11) Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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



- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

## 1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex E.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

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

## 2. Basis of Selection

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 60% (51points) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of eighty five (85) points.
2. Bids not meeting (a), (b), and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be seventy (70) % for the technical merit and thirty (30) % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of sixty (60) %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of thirty (30) %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

### Scoring

The Price Proposal envelopes of all responsive Proposals are opened upon completion of the evaluation of rated requirements.

The Price Proposals are rated as follows:

- The lowest responsive Price Proposal amount will receive a score of one hundred (100) points. The remaining offers will receive a score in relation to the lowest responsive offer based on a rating scale. For example, if the price for evaluation purposes was 10% higher than the price of the lowest compliant offer, then the proposal would score 90 points.
- Proposals offering a total aggregate price that exceeds the lowest price by more than 50%, will be disqualified.

Example for Price Scores:

Bidder	Bidder's Price for Evaluation Purposes	Price Proposal Score
#1	\$500,000.00	<b>100</b>
#2	\$550,000.00 (10% higher than #1)	$100 - 10 = \mathbf{90}$
#3	\$688,500.00 (37.7% higher than #1)	$100 - 37.7 = \mathbf{62.3}$
#4	\$761,500 (52.3% higher than #1)	Disqualified

### Total Score

The total score assigned to each Proponent's complete Proposal is calculated as the aggregate of:

- a) The Technical Score and;
- b) The Price Proposal Score.

## Calculation of Total Score

Total score will be established as follows:

Rating	Possible Range (rating)	Weighing Factor	Possible Score (points)
Technical Score	0 - 100	0.7	0 - 70
Price Score	0 - 100	0.3	0 - 30
Total Score		100	0 - 100

**The Proponent receiving the highest total score is the first entity that the Evaluation Board will recommend be approached in order to execute the Contract. In the case of a tie, the Proponent submitting the lower price for evaluation purposes will be selected.**

## 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. Code of Conduct Certifications - Consent to a Criminal Record Verification

**1.1** Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### 2. 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.

## 2.1 Federal Contractors Program - Certification

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.

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.

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

( ) 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;

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

( ) 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;

( ) 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.

## 2.2 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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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:

name of former public servant; 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:

name of former public servant;  
 conditions of the lump sum payment incentive;  
 date of termination of employment;  
 amount of lump sum payment;  
 rate of pay on which lump sum payment is based;  
 period of lump sum payment including start date, end date and number of weeks;  
 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.

### **2.3 Canadian Content Certification**

A3050T (2010-01-11) Canadian Content Definition.

### **2.4 Status and Availability of Resources**

A3005T (2010-08-16) Status and Availability of Resources

### **2.5 Education and Experience**

A3010T (2010-08-16) Education and Experience

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

1. Before award of contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder'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 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<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 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

#### **1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **1.2.1 Task Authorization Process**

The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex C.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$40,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.



### **1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the total contract amount.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract.

Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a monthly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

## Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

- a. the authorized task number or task revision number(s);
- b. a title or a brief description of each authorized task;
- c. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d. the total amount, GST or HST extra, expended to date against each authorized task;
- e. the start and completion date for each authorized task; and
- f. the active status of each authorized task, as applicable.

For all authorized tasks:

- a. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- b. the total amount, GST or HST extra, expended to date against all authorized TA's.

### 1.2.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (*insert at time of award*). Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

## 2. 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.

### 2.1 General Conditions

2035 (2012-07-16) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold an appropriate RCMP clearance, granted or approved by RCMP. **(NOTE: All security screenings undertaken by the RCMP on behalf of PWGSC for this contract will also be duplicated to CISD.)**

In addition, Contractor personnel must submit to a local verification of identity / information by RCMP, prior to admittance to the facility / site. The RCMP reserves the right to deny access to any facility / site or part thereof to any Contractor personnel, at any time.

3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable)
  - (b) Industrial Security Manual (Latest Edition).

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

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

The Work is to be performed during the period of January 2013 to completion (anticipated to be September 2013).

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lee Anne Forward  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 3C9  
Telephone: (902) 496-5070  
Facsimile: (902) 496-5016  
E-mail address: leeanne.forward@pwgsc.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 Project Authority**

The Project Authority for the Contract is: *(to be inserted at the time of award)*

Name:  
Title:  
Organization:  
Address:  
Telephone :  
Facsimile:  
Cell:  
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical

content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **5.3 Contractor's Representative (*complete with your bid*)**

Name:

Title:

Organization:

Address:

Telephone :

Facsimile:

Cell:

E-mail address:

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (*to be inserted at contract award*). Customs duties are included, and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

### **6.3 Monthly Payment**

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

## **7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of each duly executed Task Authorization form and any other documents as specified in the Contract;
- b. a copy of time sheets to support the time claimed;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

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

## 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.

## 9. Applicable Laws

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

## 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 2035 (2012-07-16) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, the signed Task Authorizations (including all of its annexes, if any);;
- (f) the Contractor's bid dated \_\_\_\_\_.

## 12. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## 13. Insurance Requirements

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

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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.



n. **Litigation Rights:** Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

#### **14. Controlled Goods Program**

SACC Manual clause A9131C (2011-05-16) Controlled Goods Program

<b>15.</b>	A9065C	Identification Badge	2006-06-16
	A9068C	Government Site Regulations	2010-01-11
	C0711C	Time Verification	2008-05-12

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## ANNEX A STATEMENT OF WORK

### 1.0 TITLE

RCMP Divisional Headquarters Relocation Project

### 2.0 DEFINITIONS

"Bidder" means the legal entity participating in the procurement process for the Project and who will enter into a Contract with PWGSC to complete the Work, if selected.

"Canada" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any of these terms shall include a person acting for or, if the office is vacant, in place of the Minister and the Minister's successors in the office, and a lawful deputy and any representative appointed for the purposes of the Contract;

"Change Order" means a written amendment to the Contract signed by Canada in response to a Contemplated Change Notice stating:

- (a) change in the Work;
- (b) an amendment to the Statement of Work, if any;
- (c) the method of adjustment or the amount of the adjustment in the contract amount, if any;
- (d) the extent of the adjustment in the contract time, if any.

Only the Contracting Authority, subject to acceptable documentation and technical review and recommendation by the Project authority, shall issue a Change Order;

"Contract" or "Agreement" means the agreement by which both Canada and the Contractor covenant themselves to perform their respective duties, responsibilities, and obligations as prescribed in the Request for Proposal (RFP) and represents the entire agreement between Canada and the Contractor;

"Contractor" means the person or entity identified as such in the Contract. The term Contractor means the Contractor or the Contractor's authorized representative as designated by the Contractor to Canada in writing;

"Contracting Authority" means the person delegated by Canada to authorize in writing any change to the Contract and to further ensure that insurance is provided and is maintained pursuant to the requirements of the Contract;

"Crew Supervisor" means the employee or representative of the Contractor designated by the Contractor to be in full charge of the operations of the Contractor and shall be authorized to accept on behalf of the Contractor any notice, order or other communication given to the Contractor relating to the Work.

"Project authority" means the person designated to represent Canada as the Project authority for the purposes of the Contract, and may include a person or entity, designated and authorized by the Project authority to the Contractor, to perform on the Project authority's behalf, any of the Project authority's functions under the Contract;

"Proposal" means the proposal of the Bidder submitted in response to the Request for Proposal (RFP);

"Request for Proposal" means the documentation issued by Canada requesting the submission of Proposals and detailing the Statement of Work;

“Statement of Work” means the requirements provided by Canada in the RFP, Annex “A” - Statement of Work and amendments thereto agreed upon between Canada and the Contractor;

“Task Authorization” means the document issued by Canada, used to establish scope and cost of an individual move assignment as per the conditions of the Contract;

“Work” means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the Statement of Work;

“Escorted” means Visitors or contractors, without a valid security screening or security clearance, must be properly escorted/and or supervised at all times. They are to be supervised/escorted while they are on site for meetings, servicing sensitive systems, or performing maintenance duties within restricted areas. Proper escort and /or supervision must be performed by someone responsible to the unit/section with enough background, training or qualifications to understand the risks associated with the work being done and to provide assurance that only authorized access to sensitive information or assets takes place. Access to sensitive information includes accessing or over viewing Protected and Classified systems and information as well as overhearing sensitive communications.

“Move Coordinator” means the individual as appointed by the project authority who is responsible for the day to day move coordination and who oversees all on-site move related activities.

### **3.0 BACKGROUND**

Royal Canadian Mounted Police (RCMP) are in the process of amalgamating some of their operations to a new RCMP Divisional Headquarters building, located at 80 Garland Avenue.

This building is commonly referred to as the Divisional Headquarters.

The building is presently under construction. Based on the present schedule, the building is anticipated to be ready to commence its phased occupancy January 2013.

### **4.0 SCOPE**

#### **4.1 General Requirements**

Public Works and Government Services Canada (PWGSC) on behalf of RCMP require a number of relocations from various sites in the Halifax Regional Municipality to the new building located at 80 Garland Avenue.

The bulk of the relocation will entail several general office moves totaling approximately 500 people. Each move may include but is not limited to, staff office content materials, closed office furniture, general filing and storage cabinets, office equipment, and various other items. The relocation also involves special purpose space such as, but not limited to, records storage files and archive storage files, mail room furniture and contents, fitness centre equipment, mess furnishings, fleet service bay equipment and contents, shipping and receiving racking and furniture, large heavy machine tools and equipment, large and heavy safes and Cultural Property. The relocation also involves support space furniture and contents including conference meeting room furniture, interview room contents, general file cabinets and storage rooms. It is expected that the size of the staff moves will generally range from 40 to 60 people per move.

On an exceptional basis, there may be a few moves of less than 40 people. Details of each move will be provided at the time of issuance of the Statement of Work and Task Authorization for the specific move.

RCMP moves are planned to occur in two periods commencing in January 2013 for the first move with remaining moves starting in April through to end of September. Locations that are moving from crown

owned assets will take place during the week generally from 08:00 hrs to 17:00 hrs. Other locations such as leased facilities will have to be completed after hours on nights or weekends. Week night hours will be 17:00 hrs to 02:00 hrs. Weekend hours will be 08:00 hrs to 17:00 hrs. In instances where moves need to be completed before Monday mornings 08:00 hrs., movers shall stay until moves are completed.

It is expected that in total there will be approximately 11 move sites involving multiple moves from the same location required. First move January 2013; remaining moves from April 2013 to September 2013.

To various extents, the Contractor will be requested to provide packing/unpacking, dismantling/assembly. In some locations the Contractor will be required to supply a forklift and trained operator, pallet jack, and or lifting equipment to load and unload.

**RCMP IT personnel will disconnect, reconnect and move all computers, screens and desktop printers, projectors, smartboards, sound systems etc.. from all locations regardless of lease facility or crown owned facility. There will be no requirement for removal or transport of any Computer Equipment or Audio Visual Services in this contract**

#### **4.2 Area of Coverage**

The relocations will originate from approximately 11 buildings within 30 kilometers of the destination. It is anticipated that many of the moves will originate from more than one building. Individual moves may originate from more than one location at the same time.

#### **4.3 Description of Buildings**

##### **4.3.1 General**

All dimensions, distances and quantities are approximate. Numbers of staff moving from the noted buildings are also approximate and are subject to change. The Contractor will be responsible to verify actual conditions for each move during the Task Authorization process.

##### **4.3.2 Washrooms**

Washrooms will be assigned for use in all locations.

##### **4.3.3 Contractor Personnel Parking**

No parking will be available

#### 4.3.4 Building Descriptions

Location	3139 Oxford Street Site - (Crown owned building)
Floors	4 Floors + Basement (Storage Area)
Distance from 80 Garland Avenue	12 kilometers
Numbers of staff moving	185
Elevator	2 elevators (Service key requirement)
Loading Dock/Area	No Loading dock, access through underground parking max. 6"6" clearance.
Distance from: Elevator to Loading Area	15meters
Location	1713 Bedford Row (Crown owned building)
Floors	1 Floor on 5th floor
Distance from 80 Garland Avenue	12 kilometers
Numbers of staff moving	5
Elevator	Freight elevator door opening: 6 feet wide by 8 feet high Interior dimensions: 10 feet high by 8 feet wide by 60 inches to interior door Weight capacity: 2027 Kg Automatic elevator door , can be keyed.
Loading Dock/Area	Exterior 1 loading dock door (automatic) 20 foot wide X 12 feet tall sloped ramp Tractor trailer access Automatic dock leveling plate

Location	6080 Young St. (Young Tower) Leased Accommodation
Floors	3 Floors
Distance from 80 Garland Avenue	14 kilometers
Numbers of staff moving	<b>72</b>
Elevator	2 Passenger elevators) Only after hours use.
Loading Dock/Area	None
Elevator to Loading Area	Front or back door access

Location	1496 Bedford Highway (Bedford Tower) Leased Accommodation
Floors	2 Floors + Basement
Distance from 80 Garland Avenue	17 kilometers
Numbers of staff moving	<b>74</b>
Elevator	2 Passenger elevators) Only after hours use.
Loading Dock/Area	None
Elevator to Loading Area	Front or back door access..

Location	1595 Bedford Highway (Bedford House) Leased Accommodation
Floors	2 Floors
Distance from 80 Garland Avenue	17 kilometers
Numbers of staff moving	<b>62</b>
Elevator	1 Freight elevator Only after hours use.
Loading Dock/Area	One dock Flush platform
Elevator to Loading Area	25 feet

Location	<b>8 Iroquois Drive Shannon Park (Crown owned building)</b>
Floors	1 Floors
Distance from 80 Garland Avenue	17 kilometers
Numbers of staff moving	<b>12</b>
Elevator	None
Loading Dock/Area	None /Bay door is/available ForkLift required
Distance to Loading Area	35 meters
Location	<b>86 Troop Avenue Dartmouth Leased Accommodation</b>
Floors	Single storey
Distance from 80 Garland Avenue	3 Km
Numbers of staff moving	<b>16</b>
Elevator	None
Loading Dock/Area	No dock , three bay doors 3m X 4m single story building
Elevator to Loading Area	No Elevator
Location	<b>45 Alderney Drive Dartmouth N.S. Leased Accommodation</b>
Floors	1 Floor (High Rise Building located on 10 th floor
Distance from 80 Garland Avenue	12 Km
Numbers of staff moving	<b>33</b>
Elevator	High Rise Building
Loading Dock/Area	Accessible through parking underground garage
Elevator to Loading Area	4 passenger elevators No loading dock, 25 meters to under ground parking garage Only after hours use.

Location	<b>267 Cobequid Road Lower Sackville (Crown owned building)</b>
Floors	1 floor
Distance from 80 Garland Avenue	17 Kilometers
Route	25 meters to rear door
Numbers of staff moving	<b>12</b>
Elevator	None
Loading Dock/Area	None
Elevator to Loading Area	None

Location	<b>Bayers Road Village Unit # 237 Halifax, N.S. Leased Accommodation</b>
Floors	1 floor
Distance From 80 Garland Avenue	15 Kilometers
Numbers of staff moving	11
Elevator	Unknown
Loading Dock	Unknown
Elevator to Loading Area	Unknown

Location	<b>Halifax International Airport (Crown owned building)</b>
Floors	Unknown
Distance From 80 Garland Avenue	28 Kilometers
Numbers of staff moving	6
Elevator	None
Loading Dock	None
Elevator to Loading Area	None



Destination Location	80 Garland Avenue (Internal Moves)
Floors	M1 – Basement + 4 Floors (217,000 S.F.) M2 – 3 Floors (25,500 S.F.) M3 – Basement + 4 Floors (206,500 S.F.) M4 – 4 Floors (67,500 S.F.) M5 – 4 Floors (178,500 S.F.) M6 – 2 Floors (17,500 S.F.) M7 – Atrium (47,000 S.F.) M8 – Basement + 3 Floors (152,000 S.F.)
Distance from	Internal moves
Route	Internal
Numbers of staff moving	500
Elevator	M1 – 4 Passenger + 1 Freight M2 & M3 – 5 Passenger Elevators M4 – None (use M3 and M5) M5 – 3 Elevators M6 – 1 Elevator M7 – None M8 – 3 Passenger Elevators (Not to be used)
Loading Dock/Area	Main loading dock in building .
Elevator to Loading Area	

#### 4.4 Sample Moves

Moves of various types and sizes are being considered for these relocation. The following examples are a sampling only. Actual moves may be a variation of these samples and the actual scope will be provided with each of the specific move Task Authorization on an “as when required basis”. For example, the Project authority may opt to increase the number of staff to be moved from that indicated in sample move types. All indicated quantities are approximate.

Individual moves may originate from more than one location. As such, the Contractor can be expected to provide the crews, vehicles and equipment required to complete the moves in the times allocated for the moves as described in Section 4.5

**4.4.1 Type A Move (Monday – Friday) Weekday Move Crown Owned Location - 40 to 60 staff (approximately 5 type A move location from 5 separate locations). Type A-1 approximately 5 type A-1 move location from 5 separate locations). Move on weeknight or weekend move same as Crown owned but typically after regular working hours.**

“Basic move into typical office areas consisting of pre-installed systems workstations, including relocating enclosed office furniture suites, meeting room suites, seating and filing cabinets etc. as outlined below.”

- Office contents range from 40 to 60 people (2 card board type boxes per person);
- Task chairs (80 - 100) unless otherwise advised;
- Photocopiers and plotters
- Shelving units (3-4)
- Filing cabinets including supply cabinets (50);
- Approximately (4-5) Enclosed Office suites (may include furniture such as sofas, arm chairs, desks, credenza, bookcases, keyboard trays, etc.);
- Large meeting rooms: boardroom table (2), video conference equipment including VCR/DVD player, televisions (2), equipment cart, chairs;
- Small meeting rooms: tables (6), chairs (36);
- Miscellaneous items such as paper shredders, wall hangings such as, artwork, photographs etc.
- General items such as furniture pieces, boxed goods, unused office equipment etc.
- Medium size meeting rooms: tables (4), chairs (48);
- File Records - Transport records in plastic bins only and must be fastened with security ties. This process involves sequential (i.e. succeeding or following in order) packing, moving and unpacking of records and relocation of records storage shelving units.
- **175 Fixed Shelving units 36" x 18" x 7 shelves high (Dismantle / transport / Reinstall)**  
**Approximately 7483 Lineal Feet of Files** transported to new site location

**4.4.2 Type B Move – (Monday to Friday unless in leased space then move will be after regular hours weeknight or weekend) –Special Purpose Equipment (approximately 4 locations type B moves)**

“Moves into special purpose space areas consisting of small mobile shelving installations (30 – 7 shelf units of storage), radio equipment and charging stations, electronic equipment, spools of electrical wire, micro graphic equipment, pedestal cameras, light tables, safes, lab refrigerators, media copiers, lift trucks, storage racking, shelving assemblies, medical furniture, equipment and contents, fingerprint scanners, mailroom equipment, fitness equipment, MESS furniture, heavy floor mounted machining tools, table saws, band saws, metal lathes, drill presses, wood lathes, disintegrator machine, welding equipment hand tools of all sorts, metal work benches, finger print hopper and some staff furniture and contents as outlined below.”

- Mobile shelving units ( 6), small installations consisting of 10 to 30 – 7 shelf units.
- Office contents for 25 to 75 people located within SPS areas (3 plastic moving bins per person);
- Task chairs (40);
- Archives lab equipment (5 – 10) Micro graphic equipment, cameras, light tables, pedestal cameras, safes (50), refrigerators (2) etc.
- Relocate, reinstall adjust and level Filing cabinets (free standing and fastened unit assemblies) including lateral file cabinets, vertical file cabinets, fire rated secure file cabinets, supply

cabinets, safes, (300 - 500); Disintegrator Shredder ( 1 Large), floor mounted and hand wood working tools, welding equipment, kitchen equipment, paint equipment

- Office suites (approx. 20) (may include furniture such as sofas, arm chairs, desks, credenza, bookcases, etc.);
- Storage area furniture and equipment (500 – 1000 pieces) shelving assemblies and contents, forklift trucks, fume hoods
- Miscellaneous items such as paper shredders, wall hangings such as white boards, artwork, photographs etc.
- General items such as furniture pieces, boxed goods, unused office equipment etc.
- File Records - Transport records in plastic bins only and must be fastened with security ties. This process involves sequential (i.e. succeeding or following in order) packing, moving and unpacking of records and relocation of records storage shelving units.

#### 4.5 Scheduling and Moving Sequence

This relocation will occur over multiple move dates. Timing of the moves is over a period of approximately 9 months starting January 2013, remaining moves will take place between April and September of 2013. It is expected that the relocations will occur in approximately 21 individual moves occurring through the week during regular working hours and on nights and weekends. Time of moving exercise is dependant on location of RCMP staff. Requirements may change, and moves may be added or removed. **There is no guarantee that all the Work described herein, will ultimately be undertaken through the Contract.**

Projected dates for the relocations are dependent on the construction schedule, and as such, must remain flexible.

Typically office moves and subsequent services are to be delivered on a move by move basis. The sequencing of the moves is such as to allow sufficient time for the Client to begin configuration of the computers and networks following reconnection by the RCMP IT Staff.

The Contractor shall be responsible for adhering to the move schedule for staff moves (Type A, A-1 Type B and Type C moves) unless otherwise authorized by the Project authority.

##### 4.5.1 Move Stages (Type A - Office Moves)

##### 4.5.1.1 Typical move Type A or A1 - Office Contents Case Goods and Other Equipment

- Loading and unloading of the trucks will be started and off loaded in the same day. Trucks may be loaded, and parked overnight in the RCMP secure compound at 80 Garland Avenue only in very exceptional circumstances;
- all offloading will be completed at the end of each day ;
- To ensure the coordination of the Contractors and client forces at the destination, the Contractor will be required to plan the loading of the trucks in a way that most benefits the unloading process. This will be determined during the Task Authorization process with input from the Project Authority for that specific move;
- The Contractor shall load and transport all office contents, case goods and other equipment as per the Task Authorization for that move.

##### 4.5.1.2 Typical move Type A or A1- Loading/Off-Loading (Monday to Friday) (A-1 Monday night to

- The Contractor shall complete the loading/unloading operations as described on each move day.

- At the destination the Contractor shall unload, deliver and install the contents, furniture and case goods to the designated areas in the pre-established sequence in coordination with ongoing computer configuration;
- Plastic bins shall not be stacked more than three (3) high and shall be placed within the work space so as to not interfere with computer servicing;
- Prior to leaving the site, the Contractor shall ensure that all moved goods have been so arranged to allow good, effective and safe traffic flow for the occupants;
- Move activities must be completed on each day.

#### **4.5.1.3 Typical move Type A- Adjustments and Cleanup (Monday to Friday)**

- The Contractor shall supply two movers, tools and supplies for 7.5 hours each day, (08:00 to 16:00) both days to move, adjust and install furniture, case goods and white boards and equipment as required and directed by the Project authority.
- The Contractor shall also gather all empty moving containers and remove from site or to a designated area for use during subsequent moves as may be required by the Move Coordinator or Project authority.

#### **4.5.1.4 Typical Type A-1 ( Monday to Friday after regular working hours or Saturday and Sunday) Moves from lease spaces shall follow the same process with only the hours of work changed to reflect the work being carried out during week nights or week ends.**

#### **4.5.2.1 Moves (Type B - Special Purpose Equipment)**

- The Contractor will schedule Type B moves with the Project Authority to be carried out generally between the period commencing Mondays to Friday with all move activities completed at the end of each day, with adjustment and clean up being carried out on the same day unless unforeseen circumstances require clean up the next day.

## **5.0 PERFORMANCE REQUIREMENTS**

### **5.1 General**

The following performance requirements are common to all moves for this Contract.

Moves will be operated under the auspices of this Contract on an "as and when requested basis", using the unit rates submitted in accordance with this Request for Proposal.

The Contractor shall furnish all managerial, administrative, direct labour personnel, materials and transportation that are necessary to accomplish all required services.

IN ORDER TO MAINTAIN GOVERNMENT OPERATIONAL REQUIREMENTS, THE SCOPE AND SCHEDULE OF THE INDIVIDUAL MOVES MUST BE FLEXIBLE TO THE VERY LAST INSTANCE AND THROUGHOUT THE LIFE OF THE CONTRACT.

Relocation services will include, but will not be limited to the moving of office furniture, case goods, office equipment, filing cabinets, records, bookcases, kitchen appliances such as refrigerators, microwaves etc. Packing in approved containers, provided by the Contractor, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling plus cleanup at the end of each move will also form part of the Contract.

Generally, office contents will be packed and labeled by the client, however some exceptions may apply.

The client will empty filing cabinets contents to the bottom two drawers. Bottom two drawers will remain full.

During and on completion of the move, the Contractor shall collect and remove all rubbish, crates and materials from the premises. The Contractor shall be responsible to keep the area safe and clean at all times.

The Contractor shall adhere to all emergency, fire safety, and security regulations in the buildings.

## **5.2 Moving Specialized Equipment and Fragile Items:**

Special handling will be required for any items designated as specialized equipment or fragile Items. This includes, but is not limited to, such items as cultural property, antennas, stemware, flagpoles, projection screens, mirrors, framed pictures, artwork, and specialized furniture pieces. For any such items, the following applies; the Contractor shall use all necessary padding, paper, boxes, crates, or other appropriate packing and packaging materials to prevent breakage of all specialized equipment and fragile items during packing, transport, and unpacking.

### **5.2.1 Electronic Equipment**

- For these items, the Contractor shall use all necessary packing materials (e.g., padding, wrapping, boxing, crating, etc. as appropriate) to prevent damage to the items during packing, transport, and unpacking. Electronic equipment includes, but is not limited to, radios, clocks, small kitchen appliances, calibration equipment, oscilloscopes, testing equipment, etc.

### **5.2.4 Appliances**

- For any appliances to be moved the Contractor shall pad and stabilize the appliances for transport. All removable shelving and other parts shall be properly stored and packed with the appropriate packing materials. Appliances include, but are not limited to, dishwashers, microwaves, dehumidifiers, fans, refrigerators, etc.

### **5.2.6 Art Objects and Articles of Extraordinary Value**

- Packing of items designated as "art objects" or "articles of extraordinary value" shall be packed only in the presence of the Project authority. For any such items, the Contractor shall follow any special packing instructions if provided.

## **5.3 Contractor Furnished Equipment, Materials, and Supplies:**

The Contractor may be required to provide up to four (4) trucks, with a minimum Gross Vehicle Weight Registered 6,800 kg. (5 Ton), closed-in box type, three (3) without an hydraulic tail gate, at least one (1) truck with an hydraulic tail gate, and must have access to two (2) additional trucks with the same GVWR of 6,800 kg., 25 clean furniture pads in each truck and a wallboard as required.

The Contractor must be capable of providing additional vehicles upon request including smaller delivery type vehicles or specific purpose vehicles (i.e. Tractor trailer to move heavy or awkward loads, with hydraulic tailgates, on an as-needed basis). The Contractor must ensure that it has readily available, back-up vehicles, in case of breakdown at no additional cost to Canada.

The Contractor shall supply carts, dollies, plastic moving bins (minimum 30" X 24"), forklift and or pallet jack, library carts, cardboard packing boxes (2.2 cu. Ft.) and plastic tote bins as required for each move and as per unit rates provided with Price Proposal. The Contractor must also provide, at no additional cost, and as part of their unit rates, the following items:

- corner protectors;
- floor protection sheets (i.e. aspenite or equivalent);

- Packing material (including but not limited to clean, unprinted newsprint, bubble wrap, shrink wrap, etc.);
- Labels;
- Blankets/furniture pads;
- Rolls of tape.

It is the Contractor's responsibility to determine the appropriate packaging for each type of item to be moved. The Contractor may use standard cardboard boxes, plastic boxes, rolling containers, security boxes, etc., in any combination that is determined to be appropriate, and that will prevent damage to the items during transport. In determining the appropriate packaging, the Contractor shall take into consideration what means are available at each location for moving, loading, and unloading packed boxes, containers, etc. (e.g., elevators, stairs, loading docks, etc.).

All packing materials and supplies provided shall conform to standard industry practice for packing and moving services.

The Contractor shall deliver the required number of bins, boxes and other required packing materials, as per the TA, to any of the locations designated by the Project authority, and on the date(s) and time(s) specified by the Project authority. If the Project authority determines that the delivery of packing materials and supplies to any of the locations must be made after normal business hours, this shall not be a basis for any additional overtime or premium charges.

The Contractor must be prepared to provide the necessary trucks, as per the unit rates provided in the price proposal, to achieve the move in a safe and efficient manner and in compliance with the schedule. Unit rates for trucks shall include a minimum of 25 clean furniture pads in each truck and a ramp.

The Contractor must ensure that all vehicles are clean and in good working order, and must be able to provide back-up vehicles in case of breakdown, including labour and material costs for the duration of the breakdown, at no additional cost to Canada.

## 5.4 Wrapping and Packing

When preparing items for transport, the Contractor shall wrap all articles subject to breakage, denting, scratching, marring, soiling, chafing, or damage with padding or other appropriate materials that will prevent damage to the items. When packing a registry, file room or records, sequential packing methods shall adhere to the following general guidelines when packing items and/or preparing items for transport:

- Establish a work area in a room that allows easy access to the majority of the items to be packed and/or moved.
- Cover floors as necessary with drop cloths or canvas to protect the surface while work is in progress.
- Keep packing materials together; do not allow them to become scattered throughout the working area.
- All boxes, containers, and packing materials shall be dry, clean, in sound condition, free of substances that might damage the contents, and of sufficient strength to protect the contents.
- Special care and handling is to be taken when packing and moving such items as, chinaware, glassware, kitchenware, Art Objects, books and similar items.
- As necessary, disassemble large or bulky items if this can be done without damage to the items. Securely wrap and clearly mark nuts, bolts, screws, or other hardware in plastic or paper, and securely attach the wrapped items to the articles from which they were removed. Reassemble at the destination.
- For any fragile items that may be packed by the Contractor, the packaging shall be clearly marked to identify that the contents are fragile. The packaging shall also be marked to indicate

which side is to be opened to unpack the item(s). Any packages containing glass (mirrors, glassware, etc.) shall be marked to indicate that glass items are enclosed.

- Legs or other articles removed from furniture shall be properly wrapped, bundled together, clearly identified, and listed separately on the Inventory List for the location from where they were moved.
- When all items have been packed and removed from a location, the Contractor shall walk through the location with the Project authority to ensure that all items to be moved have been accounted for. Once it has been determined that the Contractor has removed from the premises all items being moved, the Contractor shall clean up the premises and remove all debris that remains.

The Contractor shall not;

- Touch lampshade coverings or other items which could suffer stains, without protective wear;
- Pack heavy pieces with china, glassware or other breakable items without approval of the Project authority;
- Use printed newsprint as a packing medium;
- Place any other items in cartons with lampshades or load any boxes beyond their capacity.
- In some cases files transported by tote bin will be packed and sealed by RCMP staff after packing. These types of bins can only be packed and unpacked and transported under supervision of RCMP staff.

## 5.5 Moving of Items

**Protection of Buildings and Property** - The Contractor shall use best commercial practices to ensure that all locations where moving services are performed, including the surrounding areas, are protected both internally and externally from any damage resulting from moving operations. The Contractor shall take the necessary precautions (e.g., pads, drop cloths, mats, etc.) to protect facilities and property during the move.

**Loading/Unloading Areas** - Contractor shall use only the loading and unloading areas approved by the Project authority. Contractor vehicles shall be parked only in approved areas. The Contractor shall be responsible for obtaining any permits that may be required for the services performed in the loading/unloading areas. Use of the loading/unloading areas will be scheduled with the Project authority. There may be occasions where these areas will be shared with other users.

**Breaks** - Contractor personnel shall coordinate their break times so that breaks do not occur at times when vehicles are only partially loaded or unloaded.

**Weather and Other Conditions** - The Contractor shall take all appropriate measures to protect property during the entire moving process. This includes protecting items from exposure to inclement weather during loading, unloading, and transport.

## 6.0 STAFF / PERSONNEL REQUIREMENTS

### 6.1 General

The Contractor shall be responsible for ensuring that all Contractor employees performing any Work under the Contract are suitable for the type of work performed. Labour employed to perform services under this Contract shall be experienced and competent in the performance of the specific tasks to which they are assigned.

The Project authority reserves the right to reject any employees that are determined to be unsuitable to perform the required services, based on the criteria set out in sections 7.2 below or due to employee(s)' inappropriate actions in accordance with the client's site regulations.

1. The Contractor must be able to supply a full complement of experienced, security cleared staff at all times to provide the required services. These experiences/skills include: office relocations; general office and file room packing, relocation, and unpacking; double tagging, records packing, relocation, and unpacking; mobile and fixed shelving systems disassembly, relocation, and assembly; and fragile/damaged collections material and artifacts relocation.
2. The Contractor must be able to provide a qualified Crew Supervisor to provide information sessions for the Project Coordinator & delegated staff. Sessions will be determined by the Project Coordinator. The sessions would include but not be limited to how the move will be handled, proper packing and labeling moving bins, recommended site preparation for receiving goods, question and answer period, etc.
3. The Contractor must provide a designated Crew Supervisor per crew at all locations, who will have the authority to act on behalf of the Contractor, and who is experienced in the requirements of the specific Task Authorization. Each Crew Supervisor must have a cellular telephone to allow for immediate response to Project Authority's requests.
4. Contractor must ensure that drivers are licensed to operate the required motor vehicles.
5. Crew supervisors assigned to this Work must be able to read floor plans.
6. All staff provided by the Contractor shall be uniformed appropriately for the nature and location of the Work. They shall display their access security badge along with the Contractor's name or logo on the outer garment for identification purposes at all times. At any time while on the work site, the Contractor's staff/personnel could be asked to identify themselves by providing a photo ID such as a valid driver's permit or health card.
7. The Contractor's staff/personnel must wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required and in accordance with the Canadian Occupational Safety and Health Regulations.
8. The Contractor must update their list of security-cleared personnel, as appropriate and required by this RFP and as detailed on any resultant contract. The revised list must be submitted to the Contracting Authority

## 6.2 Standards of Conduct.

The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as required. The Contractor's employees who perform services under this contract shall always be in a uniform identifying them as employees. Each Contractor employee is expected to adhere to normal office standards of conduct. The Project authority reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost. **No picture taking is allowed anywhere during the move process or at the new Divisional Headquarters Building.**

Neglect of duties shall not be condoned. This includes unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or to cooperate in upholding the integrity of the work site security. Contractor employees shall be on site only for performance of contractual duties and not for other business or personal purposes and only in designated areas.



Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions or fighting shall not be condoned. Additionally, Contractor employees shall not participate in disruptive activities, which interfere with normal and efficient Client operations.

While performing services under this Contract, Contractor employees shall at no time engage in the following activities, including but not limited to:

- Smoking in the client's facilities;
- Arrive at the facility under the influence of drugs or alcohol, or even with alcohol on the breath;
- Consume alcoholic beverages on the job;
- Use unassigned washrooms without permission;
- Use government telephones without prior approval from the Project authority
- Engage in prolonged discussions or arguments regarding the job;
- Perform any work for the client not specified in this contract without approval of the Project authority;
- Request or accept any articles or currency as a gratuity for Work performed under this contract.
- Disconnect or connect any gas appliances;

### **6.3 Hours of Work:**

Week Day, Week Night and Weekend moves may consist of the following hours of work:

Working hours Monday to Friday will be from 08:00 hours 17:00 hrs (or 17:00 hrs to 02:00 hrs) or to completion of required services. (refer to section 4.5.1.1 and 4.5.1.2)

Working hours Saturday and Sunday will be from 08:00 hours 17:00 hrs or to completion of required services. There will be no premium paid for overtime (refer to section 4.5.1.3).

There will be no premium paid for overtime. All claims will be for on-site productive labour only and will be calculated to the next 15 minutes.

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

hal503

Client Ref. No. - N° de réf. du client

E0225-13-0811

File No. - N° du dossier

HAL-2-69123

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX B**  
**BASIS OF PAYMENT**  
**(To be completed by PWGSC upon award)**

Solicitation No. - N° de l'invitation

E0225-130811/A

Amd. No. - N° de la modif.

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File No. - N° du dossier

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E0225-13-0811

HAL-2-69123

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## **ANNEX C**

### **TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**(attached)**

Solicitation No. - N° de l'invitation

E0225-130811/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal503

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E0225-13-0811

HAL-2-69123

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**ANNEX D**  
**Consent to a Criminal Record Verification**

**PWGSC\_TPSGC 229**

**(attached)**

## ANNEX E MANDATORY REQUIREMENTS, RATED REQUIREMENTS AND SELECTION METHOD

To meet the requirement described herein, the experience of the Bidder must be for work carried out of similar size and scope in which the Bidder itself was under contract with another organization.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

### 1.0 MANDATORY REQUIREMENTS

**At bid closing time**, the Bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance.

Any Proposal, which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration.

**VERY IMPORTANT: Each requirement should be addressed separately and in detail.**

No.	Mandatory Requirement	Page No. In Proposal
MR1	<p><b>Bidder's Profile</b></p> <p>Bidder <b>MUST</b> provide with their Proposal a detailed Bidder Profile including the following information:</p> <ul style="list-style-type: none"> <li>• official company name and address;</li> <li>• year of incorporation, registration, etc.;</li> <li>• number of full-time and part time employees;</li> <li>• name of principle(s) of company; and</li> <li>• telephone/fax number.</li> <li>• Procurement business number</li> </ul>	

MR2	<p><b>Bidder's Experience – Moving Office Equipment and Furniture</b></p> <p>Bidder <b>MUST</b> have experience in moving and relocating office equipment and furniture. Please provide a list of at least three (3) projects that are similar in size, scope and complexity, completed within the past seven (7) years to substantiate the above.</p> <p>For a project to qualify, it <b>MUST</b> involve <b>ALL</b> of the following conditions:</p> <ul style="list-style-type: none"> <li>• phased, multiple moves;</li> <li>• the relocation of workstation contents;</li> <li>• the moving of suites and office furniture (non-system furniture); and</li> <li>• the relocation of other office furniture including but not limited to filing cabinets, bookshelves, fax machines, etc.</li> </ul> <p>A table-style format <b>MUST</b> be used to capture <b>ALL</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided, addressing each of the qualifying conditions above, the sequencing of individual moves, the total number of people moved, as well the objective(s) and outcome(s) for the project;</li> <li>• duration of the project – start and completion dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• description of the Bidder's role on the project;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• client reference including name, title and telephone number.</li> </ul> <p><b>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</b></p>	<p><b>Page No. In Proposal</b></p>
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<b>MR3</b>	<p><b>Bidder's Experience – Moving of Records/Records Storage Shelving Units</b></p> <p>Bidder <b>MUST</b> have experience in the sequential (i.e. succeeding or following in order) packing, moving and unpacking of records and relocation of records storage shelving units. Please provide a substantial (i.e. in order) list of at least two (2) projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>For a project to qualify, it <b>MUST</b> involve the following conditions:</p> <ul style="list-style-type: none"> <li>• the packing, relocation, and unpacking of records/documents/books in an organized, sequential process.</li> <li>• relocation of records storage shelving units and or mobile storage units.</li> </ul> <p>A table-style format <b>MUST</b> be used to capture <b>BOTH</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided, addressing the methodology and process utilized to pack, relocate and unpack records in an organized, sequential manner, as well the objective(s) and outcome(s) for the project.</li> <li>• duration of the project – start and completion dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• description of the Bidder's role on the project;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• client reference including name, title and telephone number.</li> </ul> <p><b>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</b></p>	<b>Page No. In Proposal</b>
<b>MR 4</b>	<p><b>Completion of Annex "D"</b></p> <p>Bidder <b>MUST</b> complete the <i>Financial Proposal form and Calculation of Total Price for Evaluation Purposes and Contract Amount</i>.</p>	

MR5	<p><b>Bidder's Project Manager's Experience</b></p> <p>The Bidder's Project Manager <b>MUST</b> have experience managing moves involving office contents, office equipment and furniture. Please provide a list of at least two (2) move projects that are similar in size, scope and complexity completed within the past seven (7) years to substantiate the above, managed by the proposed Bidder's Project Manager.</p> <p>For a project to qualify, it <b>MUST</b> involve <b>ALL</b> of the following conditions:</p> <ul style="list-style-type: none"> <li>• phased, multiple moves;</li> <li>• the relocation of workstations contents;</li> <li>• the moving of suites and office furniture (non-system furniture); and</li> <li>• the relocation of other office furniture including but not limited to filing cabinets, bookshelves, computers, printers, fax machines, scanners, plotters, etc.</li> </ul> <p>A table-style format <b>MUST</b> be used to capture <b>BOTH</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the proposed Project Manager</li> <li>• name of the project;</li> <li>• summary description of the services provided, addressing each of the qualifying conditions above, the total number of people moved, as well the objective(s) and outcome(s) for the project;</li> <li>• duration of the project – start and completion dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• description of the Project Manager's role on the project;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• client reference including name, title and telephone number.</li> </ul> <p><b>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's Project Manager's experience</b></p>	<p><b>Page No.</b></p> <p><b>In</b></p> <p><b>Proposal</b></p>
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## 2.0 POINT-RATED CRITERIA

Each Proposal which meets all the mandatory requirements specified above, will be evaluated and scored in accordance with the following point rated evaluation criteria:

**Bidders must** obtain the required minimum of 60% (51 points) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of eighty five (85) points.

No.	Point – Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
<b>BIDDER REQUIREMENTS</b>  <b>For all point rated qualifications, 0 projects/experience = 0 points</b>				

PR1	<p><b>Bidder's Experience – Assembling / Disassembling Records Storage Systems, etc.</b></p> <p>The Bidder <b>SHOULD</b> have experience assembling and disassembling records storage systems, office furniture, boardroom tables, etc.,. Please provide a substantial list of projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>Bidder's WILL be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> <li>• one (1) project = two (2) points;</li> <li>• two (2) projects = four (4) points;</li> <li>• three (3) projects = six (6) points;</li> <li>• four (4) projects = eight (8) points; and</li> <li>• five (5) or more projects = ten (10) points.</li> </ul> <p>A table-style format <b>MUST</b> be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided relative to assembling and disassembling records storage systems, office furniture, boardroom tables, etc.;</li> <li>• duration of the project-start / completion. dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• description of the Bidder's role on the project;</li> <li>• dollar value of the project;</li> <li>• name of the client organization.</li> </ul> <p><b>Canada may request evidence to confirm the Bidder's experience..</b></p>	0-10 points	1.0	0-10 points
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PR2	<p><b>Bidder's Experience –Relocation of Corporate Records</b></p> <p>Bidder <b>SHOULD</b> have experience in the sequential (i.e. succeeding or following in order) packing, moving and unpacking of corporate records and relocation of records storage shelving units. Please provide a substantial list of projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>Bidder's <b>WILL</b> be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> <li>• one (1) project = two (2) points;</li> <li>• two (2) projects = four (4) points;</li> <li>• three (3) projects = six (6) points;</li> <li>• four (4) projects = eight (8) points; and</li> <li>• five (5) or more projects = ten (10) points.</li> </ul> <p>A table-style format <b>MUST</b> be used to capture <b>ALL</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided, addressing the methodology and process utilized to pack, relocate and unpack records in an organized, sequential manner,, as well the objective(s) and outcome(s) for the project.</li> <li>• duration of the project – start and completion dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• description of the Bidder's role on the project;</li> <li>• dollar value of the project;</li> <li>• name of the client organization.</li> </ul> <p><b>Canada may request evidence to confirm the Bidder's experience.</b></p>	0-10 points	1.0	0-10 points
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PR3	<p><b>Bidder's Experience – Managing Large Move Projects</b></p> <p>The Bidder SHOULD have experience in move projects involving multiple phased moves including the relocation of office contents, and the dismantling, relocating and installing of office equipment and furniture. Please provide a substantial list of projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>Bidders will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> <li>• one (1) project = two (2) points;</li> <li>• two (2) projects = four (4) points;</li> <li>• three (3) projects = six (6) points;</li> <li>• four (4) projects = eight (8) points; and</li> <li>• five (5) or more projects = ten (10) points.</li> </ul> <p>A table-style format MUST be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided relative to multiple phased moves including the relocation of office contents, and the dismantling, relocating and installing of office equipment and furniture;</li> <li>• duration of the project – start and completion dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• description of the Bidder's role on the project;</li> <li>• dollar value of the project;</li> <li>• name of the client organization.</li> </ul> <p><b>Canada may request evidence to confirm the Bidder's experience..</b></p>	0-10 points	3.0	0-30 points
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PR4	<p><b>Bidder's Ability to Respond to Urgent Requirements</b></p> <p>The Bidder SHOULD describe a situation where they had an urgent requirement that involved the moving and relocating of office equipment and furniture with less than one (1) day's notice for major clients (i.e. government or industry). The Bidder SHOULD detail their approach with respect to dealing with an urgent requirement.</p> <ol style="list-style-type: none"> <li>1. The process used to initiate an urgent request by the client (communication plan);</li> <li>2. The company's ability to respond to the urgent request (putting the request into operation);</li> <li>3. The company's contingency plan to ensure the urgent request does not affect the current TA schedule;</li> <li>4. The company's plan to ensure the urgent request is fulfilled (follow up);</li> </ol> <p><b><i>Bidders will be allocated up to ten (10) points as follows:</i></b></p> <ul style="list-style-type: none"> <li>• 4/4 Response Plans are explained in detail and appear to be logical = ten (10) points;</li> <li>• 3/4 Response Plans are explained in detail and appear to be logical = six (6) points;</li> <li>• 2/4 Response Plans are explained in detail and appear to be logical = three (3) points; and</li> <li>• less than 3/4 Response Plans are explained and/or the details provided are either unclear or appear to be illogical = zero (0) points</li> </ul>	0-10 points	1.0	0-10 points
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<b>PR5</b>	<p><b>Bidder's Client Complaint Approach</b></p> <p>The Bidder SHOULD detail their approach with respect to dealing with and processing a client's complaint. The Bidder's response SHOULD address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. the process to initiate action to resolve the problem;</li> <li>2. communication device(s) used to resolve the problem;</li> <li>3. person (position title) assigned to investigate complain;</li> <li>4. feedback to client (how, when, what, etc.); and</li> <li>5. process/approach to ensure problem does not re-occur.</li> </ol> <p><b><i>Bidders will be allocated up to ten (10) points as follows:</i></b></p> <ul style="list-style-type: none"> <li>• 5/5 Assessment Criteria are explained in detail and appear to be logical = ten (10) points;</li> <li>• 4/5 Assessment Criteria are explained in detail and appear to be logical = six (6) points;</li> <li>• 3/5 Assessment Criteria are explained in detail and appear to be logical = three (3) points; and</li> <li>• less than 3/5 Assessment Criteria explained and/or the details provided are either unclear or appear to be illogical = zero (0) points.</li> </ul>	0-10 points	1.0	0-10 points
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PR6	<p><b>Bidder's Quality Assurance Plan</b></p> <p>The Bidder <b>SHOULD</b> outline in detail their Quality Assurance Plan and how it will ensure the Federal Government receives quality service. Bidder <b>SHOULD</b> also indicate how it intends to ensure and control the quality of service from Personnel. The Bidder's response <b>SHOULD</b> address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. describe your Training Practices;</li> <li>2. describe your Hiring Practices;</li> <li>3. outline your Certification Process/Approach for general movers; and</li> <li>4. outline your Vehicle Replacement Plan (i.e. leasing in case a vehicle becomes inoperable during a job).</li> </ol> <p><b><i>Bidders will be allocated up to fifteen (15) points as follows:</i></b></p> <ul style="list-style-type: none"> <li>• 4/4 Assessment Criteria are explained in detail and appear to be logical = fifteen (15) points;</li> <li>• 3/4 Assessment Criteria are explained in detail and appear to be logical = ten (10) points;</li> <li>• 2/4 Assessment Criteria are explained in detail and appear to be logical = five (5) points; and</li> <li>• less than 2/4 Assessment Criteria explained and/or the details provided are either unclear or appear to be illogical = zero (0) points.</li> </ul>	0-15 points	1.0	0-15 points
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## Attachment 1 Financial Proposal

### CALCULATION OF TOTAL PRICE FOR EVALUATION PURPOSES and CONTRACT AMOUNT

#### PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this price proposal form with the name of Proponent, name of Project, PWGSC solicitation number, and the words **"Price Proposal Form"** typed on the outside of the envelope.

#### PROPOSERS SHALL NOT ALTER THIS FORM

Name of Proponent: \_\_\_\_\_

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

Phone / Fax: \_\_\_\_\_

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#### The following will form part of the evaluation process:

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#### 1. COST BREAKDOWN

**Note:** All costs for overhead, profit, financing, general requirements, contingencies, supplies, etc. are to be built into the unit rates.

The Bidder will provide supplies, which may include but not be limited to, at no additional cost, and as part of their unit rates, the following items:

- corner protectors;
- floor protection sheets (i.e. aspenite or equivalent);
- packing material (including but not limited to newsprint, bubble wrap, shrink wrap, etc.);
- Labels;
- Blankets/furniture pads;
- Rolls of tape;

Unit rates shall be valid for the duration of the Contract.

***The Contract Amount and unit rates shall be in Canadian currency and shall not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.***

#### 2. PRICE FOR EVALUATION PURPOSES

The successful Proponent's Contract Amount and Price for Evaluation Purposes will be calculated as follows.

The Contractor is to complete the Unit Rate and Extension columns, and Totals for the tables below.

**All quantities have been estimated for evaluation purposes only. Actual quantities will be established through the Task Authorization process outlined in section 5.0.**



**Type A Move** – This is for a typical move as described in Annex 'A' – Statement of Work

	<b>Estimated Quantity (A) OR (A-1)</b>	<b>Unit Rate (B)</b>	<b>Extension (A x B)</b>
i) Crew supervisors (1 x 8hrs x 2d = 16 hrs)	16 hours	\$ /hr.	\$
ii) Moving technicians (10 x 8hrs x 2d)	160 hours	\$ /hr.	\$
i) Cube van, including driver, acting as moving technician	32 hours	\$ /hr.	\$
ii) Truck with a minimum Gross Vehicle Weight registered 6,800 kg., with or without hydraulic lift, including driver, acting as moving technician.	32 hours	\$ /hr.	\$
iii) Tractor trailer, with driver, acting as moving technician.	32 hours	\$ /hr.	\$
- Plastic bins, approximately 30" X 24" (200 bins @ 2 days = 400 bin days)	400	\$ /bin day	\$
- 4-wheeled padded dollies (10 dollies @ 2 day = 20 dolly days)	20 dolly days	\$ /dolly day	\$
- Open Carts (10 carts @ 2 day = 20 cart days)	20 cart days	\$ /cart day	\$
- Cardboard packing boxes, 2.2 cubic feet capacity	200 boxes	\$ /box	\$
	<b>TYPE A</b>	<b>TOTAL</b>	<b>\$</b>

**Type B Move** – This is for a typical move as described in Annex 'A' – Statement of Work

	<b>Estimated Quantity (A)</b>	<b>Rate (B)</b>	<b>Extension (A x B)</b>
i) Crew supervisors (1 x 12 hrs x 2d = 24 hrs)	24 hours	\$ /hr.	\$
ii) Moving Technicians (SPS eqpt and room contents) (10 x 12 hrs x 2d)	240 hours	\$ /hr.	\$
i) Cube van, including driver, acting as moving technician.	32 hours	\$ /hr.	\$
ii) Truck with minimum Gross Vehicle Weight Registered 6,800 kg. with or without hydraulic lift, including driver, acting as moving technician.	32hours	\$ /hr.	\$
Electric forlift and operator	16 Hours	\$ /hr.	
iii) Tractor trailer, with driver, acting as moving technician.	32 hours	\$ /hr.	\$
- Plastic bins, approximately 30" X 24" (200 bins @ 2 days = 400 bin days)	400	\$ /bin day	\$
- 4-wheeled padded dollies (10 dollies @ 2 day = 20 dolly days)	20 dollies	\$ /dolly day	\$
- Open Carts (10 carts @ 2 day = 20 cart days)	20 cart days	\$ /cart day	\$
- Cardboard packing boxes, 2.2 cubic feet capacity	200 boxes	\$ /box	\$
	<b>TYPE B</b>	<b>TOTAL</b>	<b>\$</b>

#### 4. CALCULATION OF CONTRACT AMOUNT AND PRICE FOR EVALUATION PURPOSES

The Proponent's Price for Evaluation Purposes and Contract Amount will be calculated from the information provided in the tables above, as follows:

Calculation of Contract Amount and Price for Evaluation Purposes			
	A	B	C
Item	Total Price (from Annex D – section 3.)	Estimated Quantity	Extension (C=A x B)
Type A Move	\$	25	\$
Type B Move	\$	15	\$
<b>Total Price for Evaluation Purposes (Total Column C): &amp; Contract Amount</b>			<b>\$</b>

#### 5. SIGNATURE OF PROPONENT.

I/We, as the Bidder, hereby submit our price proposal form as specified in the Request for Proposal, and in accordance with the Statement of Work. I/We have carefully examined the terms and conditions as specified in this RFP.

If any Proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

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name

.....  
signature

.....  
title

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....  
name

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signature

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title

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

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nom

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signature

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title

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

**(END OF FINANCIAL PROPOSAL)**