

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**800 Burrard Street, 2nd Floor**  
**800, rue Burrard, 2e étage**  
**Vancouver, B. C.**  
**V6Z 0B9**  
**Bid Fax: (604) 775-7526**

## 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 Services - Harbour Centre		
<b>Solicitation No. - N° de l'invitation</b> EZ899-140244/A	<b>Date</b> 2013-05-22	
<b>Client Reference No. - N° de référence du client</b> EZ899-140244		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$XSB-005-7015		
<b>File No. - N° de dossier</b> XSB-3-36031 (005)	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-07-02</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Armstrong, Wendy		<b>Buyer Id - Id de l'acheteur</b> xsb005
<b>Telephone No. - N° de téléphone</b> (604) 775-7691 ( )		<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA HARBOUR CENTRE 555 WEST HASTINGS VANCOUVER British Columbia V6B4N4 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

### Vendor/Firm Name and Address

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 0B9

<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

### 1.1. 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, 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 the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, and the Task Authorization Form 572

### 1.2. Summary

Public Works and Government Services Canada (PWGSC) on behalf of HRSDC require a number of relocations from various sites in Metro Vancouver to the new facility.

The bulk of the relocation will entail several general office moves totaling approximately 437 people. Each move may include but is not limited to, staff office content materials, closed office furniture, general filing and storage cabinets, computers and peripherals and office equipment. The relocation also involves support space furniture and contents including conference and meeting room furniture, interview room contents, general file cabinets and storage room contents being moved to various locations for surplus. The moves may also include dismantling of existing panel systems furniture and disposal off-site. Some of the panel-hung surfaces may also have cabling and devices to be removed before disposal. Moves may include dismantling of metal shelving and reassembling, or relocating to a disposal site.

The Scope of this work includes all aspects of the planning and delivery of the HRSDC Move Project. This project will comprise a series of moves to relocate HRSDC staff from existing facilities to the new location. The number of moves and the number of staff members being relocated per move will be proposed by the Contractor's Project Manager during the initial planning meetings after consultation with the HRSDC and PWGSC project teams. Each of these moves will typically focus on groups of 10 – 150 people, though exceptions may have to be made. In the event of exceptions to these limits, the Contractor will work with the HRSDC and PWGSC project teams to determine an appropriate and achievable statement of the work. The Contractor must have the capacity to respond to and incorporate urgent requests within the Contract timeframes.

The Contractor's Project Manager must take the leadership role in the planning exercises for all aspects of the move and take ownership of the whole plan, providing updates to all project team members, as

applicable. The specific and detailed scope of each move will be itemized at the time of issuance of the Statement of Work and Task Authorization for the specific move.

In general, the move is expected to take place in seven phases:

Phase	Tentative Schedule Description	General Contractor Dates
Pre-Phase 1	Swing Space set-up and Surplus removal July-August	tba
Phase 1	August - September	
Phase 2	September - October	
Phase 3	October - November	
Phase 4	November - December	
Phase 5	December - January	

See Annex A for the complete Statement of Work.

### 1.3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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

### 2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2. Submission of Bids

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

### 2.3. 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.

### 2.4. Applicable Laws

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

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1. Bid Preparation Instructions

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

- Section I: Technical Bid (\_\_\_3\_\_\_ hard copies)  
 Section II: Financial Bid (\_\_\_1\_\_\_ hard copies)  
 Section III: Certifications (\_\_\_1\_\_\_ hard copies)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

#### Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B). The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

See attached Annex F for Bid Preparation Instructions and Evaluation Criteria.

### 4.2. Basis of Selection

- 4.2.1** The selection of the contractor will be based on best value as determined by a ratio of 70% vs. 30% of the technical score and price, respectively. The highest technical score will receive the maximum points of 70 and the others prorated accordingly. The lowest priced proposal (must be technically acceptable) will receive the maximum points of 30 and the other proposals prorated. The highest total score when adding the technical points and the price points will be considered as representing best value.

#### 4.2.1.1 Example of Best Value Determination

Assuming three valid bids are received (each meets the minimum required technical score - and mandatory requirements, where applicable), and maximum technical score is 100 points.

Using a ratio of 70% technical vs. 30% price:

#### Details:

	<b>Bid #1</b>	<b>Bid #2</b>	<b>Bid #3</b>
<b>Technical:</b>	88 points	82 points	76 points
<b>Price</b>	\$60K	\$55K	\$50K

#### Calculation:

<b>Bidder</b>	<b>Technical Points</b>	<b>Price Points</b>	<b>Total Points</b>
<b>Bid #1</b>	88 X 70 = 70.00 * 88	**50 X 30 = 25.00 60	95.0 points
<b>Bid #2</b>	82 X 70 = 65.23 88	50 X 30 = 27.27 55	92.50 points
<b>Bid #3</b>	76 X 70 = 60.46 88	50 X 30 = 30 50	90.46 points

\* Highest technical score.

\*\* Lowest price proposal

Award to Bid #1 (Highest total score taking into consideration technical and price)

The Bidder receiving the highest total score will be recommended for Contract award. In the case of a tie, the Bidder submitting the lower price for evaluation purposes will be selected.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 5.1. Mandatory Certifications Required Precedent to Contract Award

#### 5.1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 5.2. Additional 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.

#### 5.2.1 Federal Contractors Program - Certification

##### 5.2.1.1 Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contract 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. Any bids from ineligible contractors, including a bid from a joint venture will be declared non-responsive.

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

The Bidder or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 permanent full or part-time employees in Canada,
- (b) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- (c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;



(d) ( ) has not been declared ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_

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

#### **5.2.1.2 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.

#### **5.2.1.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### **5.2.1.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement

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

### **6.1. Security Requirement**

1. At the date of bid closing, 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.

### **6.2. Insurance Requirements**

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1. Statement of Work

See attached Annex A.

#### 7.1.2 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.

#### 7.1.3 Task Authorization Limit

The Project Authority may authorize individual TAs up to a limit of

- i. **\$40,000.00 for individual Moves**
- ii. **\$40,000.00 for Move Management Services**

Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any TA to be issued in excess of that limit must be authorized by the Contracting Authority before Issuance.

#### 7.1.4 The Task Authorization (TA) Process

Any Task required to be performed under this Contract either for Move Management Services or for A or B Type Moves (as defined in Annex A) will be recommended by the Departmental Representative and authorized by the Project Authority and (where applicable) the Contracting Authority, as follows, using the Task Authorization Form (TAF) attached hereto as Annex E.

##### 7.1.4.1 Move Management Pre-Planning

Once the Contract has been awarded, the Project Authority and the Departmental Representative will contact the Contractor's Project Manager to review all the Move-in and Move-out facilities to confirm the scope of work. The first Task authorized will be the detailed move planning, as per Annex A3.0, Scope.

##### 7.1.4.2 TA's for Moves

Once the move pre-planning has been completed, the Departmental Representative will initiate each move, which could be from a single Move-from site or from multiple sites according to the following process

###### 7.1.4.2.1 Review of the Site(s)

The Task Authorization Process for each Move must be initiated with the site visit no later than three (3) weeks prior to each move. The Contractor's Project Manager (or Coordinator) and the Departmental Representative will visit the move site(s) and perform a site visit to finalize the scope of the move. The Contractor's Project Manager (or Coordinator) along with the Departmental Representative will finalize an inventory list of all the goods to be moved and make note of the condition of the goods on the list, with appropriate pictures, verifying that everything is completely listed. As well, the Contractor's Project Manager (or Coordinator), along with the Departmental Representative, will physically inspect all items prior to the move and keep track of any special instructions, including the loading/off-loading sequence.

###### 7.1.4.2.2 Draft Statement of Work

Within three (3) working days of the site visit, the Contractor's Project Manager must provide the Departmental Representative with a draft Statement of Work detailing each task to be performed and including the required services and schedule of delivery. The said Statement of Work is to be provided

on, or attached to, the TAF (Annex E). The draft Statement of Work must detail all aspects of the proposed work and activities for that move:

- a) in advance of the move (planning, communications, coordination, etc.);
- b) just prior to the move (booking of elevators, etc);
- c) during the move; and,
- d) after the move.

The Departmental Representative will confirm this draft and recommend any changes within two days.

#### **7.1.4.2.3 Contractor's Detailed Response**

Once the Statement of Work for the move has been finalized and approved by the Departmental Representative, the Contractor must prepare and submit to the Departmental Representative the completed Task Authorization Form, along with the Contractor's detailed proposal for carrying out the task, including:

- (a) the Technical and Management Proposal outlining the proposed approach and methodology to meet the Task Authorization requirement, and a detailed breakdown of personnel, equipment, hours required, and planned loading and off-loading sequence for the move, etc.; and,
- (b) The Cost Proposal based on the rates and prices from Annex B, Basis of Payment, making up a ceiling price which will include all of the above.

#### **7.1.4.2.4 Issuance of the Task Authorization**

Upon review and acceptance of the Technical, Management and Costs proposals, the Project Authority (or the PWGSC Contracting Authority) will provide written authorization to proceed by issuing the Task Authorization to the Contractor. The Contractor will then proceed with the move in accordance with the terms and conditions of the Contract.

The Contractor must not carry out any move operations, nor will it be reimbursed for any work on any task related to this Contract, until it has received a Task Authorization signed by either the Project Authority or the PWGSC Contracting Authority, as applicable.

The Contractor is responsible for moves undertaken under this Contract according to the move plans agreed upon by the Contractor and the Project Authority, in consultation with the Departmental Representative. Occasional requests by the Project Authority for moves or changes to the agreed upon moves plan on an "as and when requested" basis must also be accommodated by the Contractor. These requests will follow the same Task Authorization process detailed above.

#### **7.1.4.5 Division of Responsibility**

The Contracting Authority is responsible for the administration of the Contract. The Project Authority is responsible for the approval of the Task Authorizations, although any TA above the value stipulated in 7.1.3 must be approved and signed by the Contracting Authority. The Departmental Representative, working with the Contractor, is responsible for preparation and management of the Task Authorizations and recommending approval of the Task Authorizations to the Project Authority.

The Project Authority must send the Contracting Authority a copy of each Task Authorization.

**7.1.5 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

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

"Minimum Contract Value" means 5%.

2. 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.

3. 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.

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

**7.1.6 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. 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 specified at contract award*). Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. 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.

3. 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.

4. 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.

**7.2. Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

2035 (2013-04-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**7.3. Security Requirement**

The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List attached at Annex "C";
- (b) Industrial Security Manual (Latest Edition).

**7.4. Term of Contract****7.4.1 Period of the Contract**

The period of the contract will be from date of award to March 31, 2014.

**7.5. Authorities****7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Wendy Armstrong  
Supply Specialist  
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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.

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**7.5.2 Project Authority (To be inserted at Contract Award)**

The Project Authority for the Contract is:

Name: Alena Mikulica  
Title:  
Organization:  
Address:

Telephone: - -

Facsimile: - -

E-mail address:

The Project Authority is the PWGSC 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. The Project Authority (or where applicable, the Contract Authority) is responsible to approve Task Authorizations upon recommendation by the Departmental Representative. 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.

#### **7.5.2.1 Departmental Representative (to be inserted at Contract Award)**

The Departmental Representative for the Contract is:

Name: Kathryn Macdonald

Title:

Organization:

Address:

Telephone: - -

Facsimile: - -

E-mail address:

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

#### **7.5.2.2 Contractor's Representative (To be filled in by Bidder)**

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

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

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

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

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

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

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

### **7.6. Payment**

#### **7.6.1 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 the firm unit price(s) 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.

#### **7.6.2 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment detailed above, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **7.7. Invoicing Instructions**

The Contractor is to invoice the Departmental Representative on a monthly basis, covering work performed in each calendar month and as per TAs. The invoice should itemize, on a daily basis, the number of each category of operating staff, number of hours worked, hourly rates, and total charge. A copy of each record, signed by the Departmental Representative, is to be provided with each invoice, as 'back-up' documentation.

The Contractor must submit invoices in accordance with the information required in section 12, Invoice Submission, of the 2035 (2013-04-25), General Conditions Higher Complexity-Services

## **7.8. Certifications**

**7.8.1** 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.

## **7.9 Applicable Laws**

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

## **7.10. 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 (2013-04-25), General Conditions Higher Complexity-Services
- (c) Annex A. Statement of Work;
- (d) Annex B. Basis of Payment;
- (e) Annex C. Security Requirements Check List
- (f) Annex D. Insurance Requirements
- (g) the signed Task Authorizations (including all of its annexes, if any)
- (h) the Contractor's bid dated

## **7.11. Insurance**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the



Solicitation No. - N° de l'invitation

EZ899-140244/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

xsb005

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EZ899-140244

XSB-3-36031

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insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**ANNEX "A"****STATEMENT OF WORK****A1.0 TITLE**

Human Resources & Skills Development Canada Relocation Project

**A2.0 BACKGROUND**

Human Resources & Skills Development Canada (HRSDC) are in the process of amalgamating some of their operations to a new facility, located at 555 West Hastings (Harbour Centre).

**A3.0 SCOPE****A3.1 General Requirements**

Public Works and Government Services Canada (PWGSC) on behalf of HRSDC require a number of relocations from various sites in Metro Vancouver to the new facility.

The bulk of the relocation will entail several general office moves totaling approximately 437 people. Each move may include but is not limited to, staff office content materials, closed office furniture, general filing and storage cabinets, computers and peripherals and office equipment. The relocation also involves support space furniture and contents including conference and meeting room furniture, interview room contents, general file cabinets and storage room contents being moved to various locations for surplus. The moves may also include dismantling of existing panel systems furniture and disposal off-site. Some of the panel-hung surfaces may also have cabling and devices to be removed before disposal. Moves may include dismantling of metal shelving and reassembling, or relocating to a disposal site.

The Scope of this work includes all aspects of the planning and delivery of the HRSDC Move Project. This project will comprise a series of moves to relocate HRSDC staff from existing facilities to the new location. The number of moves and the number of staff members being relocated per move will be proposed by the Contractor's Project Manager during the initial planning meetings after consultation with the HRSDC and PWGSC project teams. Each of these moves will typically focus on groups of 10 – 150 people, though exceptions may have to be made. In the event of exceptions to these limits, the Contractor will work with the HRSDC and PWGSC project teams to determine an appropriate and achievable statement of the work. The Contractor must have the capacity to respond to and incorporate urgent requests within the Contract timeframes.

The Contractor's Project Manager must take the leadership role in the planning exercises for all aspects of the move and take ownership of the whole plan, providing updates to all project team members, as applicable. The specific and detailed scope of each move will be itemized at the time of issuance of the Statement of Work and Task Authorization for the specific move

In general, the move is expected to take place in seven phases:

<b>Phase</b>	<b>Tentative Schedule Description</b>	<b>General Contractor Dates</b>
Pre-Phase 1	Swing Space set-up and Surplus removal July-August	tba
Phase 1	August - September	
Phase 2	September - October	
Phase 3	October - November	

Phase 4	November - December	
Phase 5	December - January	
Phase 6	January - February	
Phase 7	February - March	

See Annex A for the complete Statement of Work.

### A3.2 Area of Coverage

The relocations will originate from approximately 4 buildings within 45 kilometers of the destination. It is anticipated that many of the moves will originate from more than one building. Surplus assets for disposal will be moved from any of the 4 locations to 3 sites in the Lower Mainland.

### A4.0 DESCRIPTION OF BUILDINGS

#### A4.1 General

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

#### A4.2 Washrooms

Washrooms for use of Contractor personnel will be assigned for use in all locations.

#### A4.3 Contractor Personnel Parking

No parking will be available

#### A4.4 Descriptions of "Move-from" Locations

LEGEND ITEM	DESCRIPTION OF INPUTS
Location #	Address. Buildings may be added or deleted from this list.
Floors	Number of floors in building. Staff not necessarily moving from all floors.
Distance from 14200 Green Timbers Way	Approximate <b>one way</b> distance from Green Timbers Facility.
Route	Route used to estimate the distance noted above.
Numbers of staff moving	Approximate number of staff moving. This number is subject to change. Numbers of staff, contents, equipment, case goods and others will be confirmed during the Task Authorization process. Staff designated to move from one location, may not all move at the same time.
Elevator	Dimensions of elevator space are approximate. <b>It is to be assumed that only one (1) elevator will be available for moving.</b> If additional elevators are available for moving this will be outlined at the time of the site visit for individual moves and in the specific Task Authorization. All elevators must be fully protected.
Loading Dock/Area	Descriptions are for general information. All dimensions and conditions to be verified on site by Contractor.

Distance from:  
Elevator to Loading Area

Approximate. Contractor to verify all conditions on site.

Location #1	# B108 – 9355 198 St Langley BC (Private Landlord)
Floors	warehouse
<u>Distance from 555 West Hastings</u>	40 kilometers
Route	Most direct route
Numbers of staff moving	<b>None – assets only to and from this site</b>
Elevator	None
Loading Dock/Area	Yes
Elevator to Loading Area	N/A

Location #2	# B108 – 9355 198 St Langley BC (Private Landlord)
Floors	warehouse
<u>Distance from 4259 Canada Way</u>	32 kilometers
Route	Most direct route
Numbers of staff moving	<b>None – assets only to and from this site</b>
Elevator	None
Loading Dock/Area	Yes
Elevator to Loading Area	N/A

Location #3	555 West Hastings (Private Landlord)
Floors	3 rd floor and 4 th floor and Storage room on P1
<u>Distance from 555 West Hastings</u>	0 kilometers
Route	n/a
Numbers of staff moving	<b>375 in phases</b>
Elevator	1 internal elevator from 4 to 3 will be available
Loading Dock/Area	P1 is on the loading dock level
Elevator to Loading Area	1 freight elevator from loading dock to 4 th floor only

Location #4	Suite 100 – 4259 Canada Way (Private Landlord)
Floors	1 Floor

Distance from 555 West Hastings	11 kilometers
Route	Most direct route
Numbers of staff moving	<b>111 total in phases</b>
Elevator	None
Loading Dock/Area	N/A, access is from parking level behind through secure doors. Alarm coordination is required with the Landlord
Elevator to Loading Area	N/A

<b>Location #5</b>	<b>300 West Georgia Street (GOCB) (Government of Canada Building)</b>
Floors	10 th floor
Distance from 4259 Canada Way	11 kilometers
Route	Most direct route
Numbers of staff moving	<b>10 - 60</b>
Elevator	Freight elevator
Loading Dock/Area	Yes – 10'-5" loading bay height restriction, or street parking in Commercial zone. Off-loading through front door only after hours with floor mats.
Elevator to Loading Area	yes

<b>Location #6</b>	<b>125 - 10 Th Ave. Vancouver (Harry Stevens Bldg.) GOCB (Government of Canada Building)</b>
Floors	2 Floors
Distance from 555 West Hastings	4 kilometers
Route	Most direct route
Numbers of staff moving	<b>Up to 20 and assets for swing space set-up</b>
Elevator	1
Loading Dock/Area	n/a - Street parking in front
Elevator to Loading Area	N/A

<b>Location #7</b>	<b>125 10 Th Ave. Vancouver (Harry Stevens Bldg.) GOCB (Government of Canada Building)</b>
Floors	2 Floors
Distance from 4259 Canada Way	7 kilometers
Route	Most direct route

Numbers of staff moving	<b>Up to 30</b>
Elevator	1
Loading Dock/Area	n/a - Street parking in front

<b>Location #8</b>	<b>5771 Production Way Langley BC (West Coast Metal Recycling)</b>
Floors	N/A
<u>Distance from 555 West Hastings</u>	45 kilometers
Route	Most direct route
Numbers of staff moving	<b>0 assets only HRSDC account # REC001. Return ticket to HRSDC Project Representative.</b>
Elevator	None
Loading Dock/Area	N/A
Elevator to Loading Area	N/A

<b>Location #9</b>	<b>9770 192 nd Street Surrey Transfer Station</b>
Floors	N/A
<u>Distance from 555 West Hastings</u>	45 kilometers
Route	Most direct route
Numbers of staff moving	<b>Assets only – include invoices for disposal fees with waste tech tickets to the PWGSC Project Manager</b>
Elevator	None
Loading Dock/Area	N/A
Elevator to Loading Area	N/A

## A5.0 MOVE MANAGEMENT SERVICES

The planning and preparation of the relocation is the responsibility of the Contractor, The Contractor's Project Manager is expected to be the principal contact for HRSDC and PWGSC management and is responsible for managing the complete planning and implementation of the move. The Move Management Team of the Contractor must be comprised of the Project Manager, Communication Manager (or equivalent) and two to three Project Coordinators. The resource requirements for each stage of the Project will be outlined by the Project Manager in the Move Management Plan and approved by the Departmental Representative. Each member of the Contractor's Move Management Team will need to have excellent communication skills, as they will work in an environment of cooperation with various departmental subsidiaries of HRSDC, PWGSC, Public-Private-Partner (P3) company employees.

The general move management services that the Contractor's Move Management Team must provide will include, but is not limited to, the following tasks:

- Identify of the Scope of Work and develop customized and detailed Move Plan for the relocation;
- Provide complete project management services for the physical relocation by working closely with the various involved parties and taking complete responsibility of the move;
- Participate in, record and lead the strategic planning sessions and other meetings required for the move;
- Numbering protocols will follow the system prepared by the client department HRSDC. Coloured labels: blue, red, orange, green, purple and yellow have been assigned to each phase.

#### **A5.1 Move Coordinating Activities:**

Following are suggested Move Coordinating Activities; the Contractor's Project Manager is expected to provide a Move Management Plan incorporating these activities or suggesting alternates. The Contractor's Project Manager is expected to lead and plan these activities, which will be performed in conjunction with various parties.

<b>Move Coordination Activities</b>	<b>Planned Date</b>
Move Coordinators' Kick-off Meeting with HRSDC Project Team	July 2013
Move Plans to be completed by Move Coordinator with General Contractor, HRSDC and PWGSC Project Rep's	July 2013
Send Move Packages to User Group	4-6 wks before move
Deliver Move Bins and labels	4 wks before move
Distribute Satisfaction Surveys (as dictated by Communication Plan)	Post Move

#### **A6.0 MOVING SERVICES: SAMPLE MOVES**

Moves of various types and sizes are being considered for this project. 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 Authorizations on an "as and when required" basis. For example, the number of staff may need to be increased (up to 200) 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 A4.5

Computers carts are to be used to relocate computers and monitors, plastic bags must be used for the packing and labeling of peripheral equipment.

#### **A6.1 Sample Moves**

##### **A6.1.1 Type A Move - Office Move (Monday to Sunday) Move - 10 to 150 staff (approximately 17 type A moves)**

Basic suitcase 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 10 to 150 people (average = 2 plastic moving bins per person);
- Task chairs;
- Computers, monitors, locally attached printers and peripherals - pack, transport, unpack;
- Network printers & fax machines - disconnect, pack, transport, unpack;
- Keyboard trays - Contractor will uninstall designated keyboard trays at the existing location, pack, transport, unpack and re-install as directed in the Task Authorization;
- Filing cabinets including supply cabinets;
- Approximately (25) Enclosed Office suites (may include furniture such as sofas, arm chairs, desks, credenza, bookcases, keyboard trays, etc.);
- Large meeting rooms: boardroom table, video conferencing equipment including VCR/DVD player, televisions, equipment cart, chairs, whiteboards, Smartboards and speaker phone (Polycom);
- Small meeting rooms: tables, chairs;
- Miscellaneous items such as paper shredders, wall hangings such as whiteboards, artwork, photographs etc.
- General items such as furniture pieces, boxed goods, unused office equipment etc.

**A6.1.2 Type B Move – Assets only (Monday to Sunday) Move - 15 to 200 office content items (approximately 20 type B moves with 10 – 120 panel systems furniture desks dismantled and removed from the site in each phase).**

**Removal of Assets:**

**This may involve movement of items from 555 West Hastings to any and all of 3 disposal sites listed in A4.4:**

1. Location # 1 - HRSDC Warehouse # B108 – 9355 198 St Langley BC – items going to this site, must be transported in good condition as they may be sold on site at a later date. All safes must be delivered to this site for decommissioning.
2. Location # 8 - 5771 Production Way Langley BC (West Coast Metal Recycling)
3. Location # 9 - 9770 192 nd Street Surrey Transfer Station
4. Location # 4 - and from 4259 Canada Way, Burnaby to any and all of the 3 disposal sites listed above.

**Each location must have distinct labeling before transport.**

A list of surplus items will be provided to the Contractor and HRSDC Assets Manager before each phase begins.

Dismantling of workstations (a.k.a. panel systems furniture) and removal must be completed in the time allotted as agreed upon by the General Contractor, PWGSC Project Manager and the HRSDC Project Rep. before each Construction Phase can begin.

**Pick up and Delivery of assets:**

5. Moves may also include pick up of new assets at HRSDC's Warehouse # B108 – 9355 198 St Langley BC and deliver to 555 West Hastings Street for staging. Installation will be done by "others". Condition of the assets is monitored at the origin and destination by an HRSDC Rep.



## **A7.0 SCHEDULING AND MOVING SEQUENCE**

The Contractor's Project Manager (or Coordinator) shall finalize the details of each Move with the Departmental Representative as part of the Task Authorization process. However, it is the sole responsibility of the Contractor's Project Manager to execute each move and to assure that it meets to agreed upon timeframes and service levels.

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

The Contractor is responsible for adhering to the following requirements for staff moves (Type A moves) unless otherwise authorized by the Departmental Representative.

## **A8.0 PERFORMANCE REQUIREMENTS FOR MOVING SERVICES**

### **A8.1 General**

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

Moves will be operated under the auspices of this Contract using the unit rates detailed in Annex "B".

The Contractor must 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, computers and peripherals, printers, fax machines, 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 clean-up 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 upper filing cabinets contents to bottom two drawers or additional bins. Bottom two drawers may remain full.

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

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

### **A8.2 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 must 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.

#### **A8.2.1 Computers and Peripherals, KVM Switches (Keyboard Video and Mouse), Monitors, Printers, Fax Machines and Scanners**

- HRSDC will physically disconnect the computers, monitors, printers, faxes and other peripherals from their existing connections.
- The Contractor will pack, label as required and transport all of the above noted computers and equipment to the new destination as instructed in the Task Authorization. Small peripherals such as a mouse or cables and patch cords are to be bagged and labeled (by HRSDC) in plastic bags with a Ziploc type seal provided by the contractor. Use of computer carts is permitted, however additional protection is required for all flat screens to prevent damage during handling and transportation.
- Moves of these equipment items is a priority and must be completed at the beginning of each move ahead of the rest of the contents.
- At the destination, the Contractor will unload and unpack all equipment as instructed in the Task Authorization.
- The equipment is to be placed as per the furniture layout plans provided by the Departmental Representative.

#### **A8.2.2 Keyboard Trays**

- The Contractor will uninstall, pack, transport, and reinstall designated computer keyboard trays at specific work stations in the new location as required. Specific quantities and locations will be provided in the Task Authorization.
- Contractor must provide all tools and equipment to provide this service.

#### **A8.2.3 Other Electronic Equipment**

- For these items, the Contractor must 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 stereos, televisions, DVD players, VCR players, other teleconferencing and videoconferencing equipment, radios, clocks, small kitchen appliances, etc.

#### **A8.2.4 Safes**

- Safes must be decommissioned by HRSDC. All safes will be delivered to HRSDC's Langley warehouse..

#### **A8.2.5 Appliances**

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

#### **A8.2.6 Art Objects and Articles of Extraordinary Value**

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

#### **A8.3 Contractor Furnished Equipment, Materials, and Supplies:**

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 must supply carts, dollies, plastic moving bins (minimum 30" X 24"), library carts, and cardboard packing boxes (2.2 cu. ft.) as required for each move and as per unit rates provided in Annex "B". The Contractor must also provide, at no additional cost, and as part of their unit rates, the following items:

- 50 corner protectors;
- 50 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.

With the exception of section A6.2.6, 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 must 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 must conform to standard industry practice for packing and moving services.

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

The Contractor must be prepared to provide the necessary trucks to achieve the move in a safe and efficient manner and in compliance with the schedule. It is anticipated that most moves will be accomplished within a maximum of 60 minutes traveling time per trucks, each day (two way total). Should more time be required due to exceptional circumstances, the Contractor is to immediately contact the Departmental Representative to review the situation and obtain authority.

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.

#### **A8.4 Wrapping and Packing (The extent of wrapping and unpacking will be determined through the Task Authorization process).**

When preparing items for transport, the Contractor must 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 must 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 must 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 computer equipment, chinaware, glassware, kitchenware, electrical appliances, books and similar items.
  - Use appropriate measures for the protection of flat screen monitors. (TV and Computers)
  - 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 must be clearly marked to identify that the contents are fragile. The packaging must also be marked to indicate which side is to be opened to unpack the item(s). Any packages containing glass (mirrors, glassware, etc.) must be marked to indicate that glass items are enclosed.
  - Legs or other articles removed from furniture must 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 must walk through the location with the Departmental Representative 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 must clean up the premises and remove all debris that remains.
  - The Contractor must not;
    - touch lampshade coverings or other items which could suffer stains, without protective wear; or place any other items in cartons with lampshades or load any boxes beyond their capacity.
    - pack heavy pieces with china, glassware or other breakable items without approval of the Departmental Representative;
    - use newsprint as a packing medium.

#### **A8.5 Moving of Items**

**Protection of Buildings and Property** - The Contractor must 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 must take the necessary precautions (e.g., pads, drop cloths, mats, etc.) to protect facilities and property during the move.

**Loading/Unloading Areas** - Contractor must use only the loading and unloading areas approved by the Departmental Representative. Contractor vehicles must be parked only in approved areas. The Contractor must 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 Departmental Representative. There may be occasions where these areas will be shared with other users.

**Breaks** - Contractor personnel must 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 must 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.

## **A9.0 STAFF / PERSONNEL REQUIREMENTS**

### **A9.1 General**

The Contractor must 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 must be experienced and competent in the performance of the specific tasks to which they are assigned.

The Departmental Representative 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 A6.2 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 re-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 Authority & delegated staff. Sessions will be on an "as and when required" basis as determined by the Project Authority. 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 Departmental Representative'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 must be uniformed appropriately for the nature and location of the Work. They must 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. The revised list must be submitted to the Contracting Authority

### **A9.2 Standards of Conduct.**

The Contractor must maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and must be responsible for taking such disciplinary action with respect to employees as required. The Contractor's employees who perform services under this contract must always be in a uniform identifying them as employees. Each Contractor employee is expected to adhere to normal office standards of conduct. The Departmental Representative 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 must immediately replace such an employee to maintain continuity of services at no additional cost.

Neglect of duties must 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 to

cooperate in upholding the integrity of the work site security. Contractor employees must be on site only for performance of contractual duties and not for other business or personal purposes.

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

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

- Smoking in the client's facilities;
- Arriving at the facility under the influence of drugs or alcohol, or even with alcohol on the breath;
- Consuming alcoholic beverages on the job;
- Using unassigned washrooms without permission;
- Using government telephones without prior approval from the Departmental Representative
- Engaging in prolonged discussions or arguments regarding the job;
- Performing any work for the client not specified in this contract without approval of the Departmental Representative;
- Requesting or accepting any articles or currency as a gratuity for Work performed under this contract.
- Disconnecting or connecting any gas appliances;

### **A9.3 Hours of Work:**

Weekday/Weekend moves

Working hours will be from 8:00 hours to completion of required services, including holidays.

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

**ANNEX B****BASIS OF PAYMENT****B1.0 CALCULATION OF ESTIMATED COST OF EACH TASK AUTHORIZATION**

Each move will be priced by the Contractor prior to the move using unit rates provided in this annex. Once the price for the specific move has been established and accepted as fair and reasonable by Canada, the Contractor will be issued a Task Authorization to carry out the specified work.

**B1.1** All costs for overhead, profit, financing, general requirements, contingencies, etc. must be built into these unit rates.

**B1.2** The Contractor must include in their unit prices the costs of all items detailed in article A5.3 of Annex "A", Statement of Work.

**B1.3** Unit rates must be valid for the duration of the Contract.

**B1.4** The Contract Amount and unit rates must be in Canadian currency and must not include the Harmonized Sales Tax (HST).

**B2.0 PRICING FOR MOVE MANAGEMENT**

This is for the Move Management Services as described in Annex 'A' – Statement of Work

<i>The estimated quantities and extended totals are for evaluation only and will not form part of the Contract. Actual quantities will be established through the TA process.</i>	<b>Estimated Quantity (A)</b>	<b>Unit Rate (B)</b>	<b>Extension (A x B)</b>
<b>Move Management Services</b>			
i) Contractor Project Manager	600 hours	\$_____ hr	\$
ii) Contractor Communication Manager	350 hours	\$_____ hr	
ii) Contractor Project Coordinator(s)	800 hours	\$_____ hr	\$
	<b>TOTAL</b>		\$

**B3.0 PRICING BY MOVE TYPE****B3.1 Type A Move: Office Move**

This is for a typical office move as described in Annex A – Statement of Work

<i>The estimated quantities and extended totals are for evaluation only and will not form part of the Contract. Actual quantities will be established through the TA process.</i>	<b>Estimated Quantity (A)</b>	<b>Unit Rate (B)</b>	<b>Extension (A x B)</b>
<b>Labour</b> <b>(7 days/week including holidays and after hours work)</b>			

1) Crew Supervisors (2 x 8hrs x 4d) = 64 hrs.)	64 hours	\$ /hr.	\$
ii.) Moving technicians (20 x 8hrs x 4d) = 640 hrs	640 hours		
iii) Computer technicians (2 x 8hrs x 4d = 64 hrs.) (disconnect/connect)	64 hours	\$ /hr.	\$
Furniture installer / technicians (6 x 8hrs x 4d = 64 hrs.)	192 hours	\$ /hr.	\$
<b>Vehicles - including driver acting as moving technician (7 days/week including holidays and after hours work)</b>			
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.	64 hours	\$ /hr.	\$
iii) Tractor trailer, with driver, acting as moving technician.	64 hours	\$ /hr.	\$
<b>Equipment/Materials</b>			
- Plastic bins, approximately 30" x 24" 200 FTEs @ 5 bins @ 10 days = 10,000 bin days)	10000 bin days	\$ /bin day	\$
- 4-wheeled padded dollies (200 dollies @ 2 day = 400 dolly days)	400 dolly days	\$ /dolly day	\$
- Computer Carts (20 carts @ 1 day = 20 cart days)	20 cart days	\$ /cart day	\$
- Screen Carts (2 carts @ 2day = 4 cart days)	4 cart days	\$ /cart day	\$
- Open Carts (Library carts) (2 carts @ 2 day = 4 cart days)	4 cart days	\$ /cart day	\$
- Cardboard packing boxes, 2.2 cubic feet capacity	200 boxes	\$ /box	\$
- Clean Furniture Pads	25 pads	\$ / pad	\$
- Security Ties	1000	\$ / ea	
- Bubble Wrap	20	\$ / 150' dispenser pack	
- Numbered Security Ties	20	\$ / ea	
- IT Bags	20	\$ / ea	
- Wardrobe Boxes	20	\$ / ea	
- Clear Shrink Wrap	20	\$ / roll	
- Black Shrink Wrap	20	\$ / roll	
- Picture Cartons	20	\$ / ea	



- Packing Paper	50	\$ 40 lb. bundle	
Temporary Storage	square foot.	\$ / sq. ft.	
	<b>TYPE A</b>	<b>TOTAL</b>	<b>\$</b>

**B3.2 Type B Move: Special Move**

The example is for a typical Type B move as described in Annex A – Statement of Work

*The estimated quantities and extended totals are for evaluation only and will not form part of the Contract. Actual quantities will be established through the TA process.*

	<b>Estimated Quantity (A)</b>	<b>Unit Rate (B)</b>	<b>Extension (A x B)</b>
<b>Labour</b>			
<b>(7 days/week including holidays and after hours work)</b>			
i) Crew Supervisors (2 x 8hrs x 4d) = 64 hrs.)	64 hours	\$ /hr.	\$
ii) Moving technicians (Special Purpose Space equipment and room contents) (20 x 8hrs x 4d)	640 hours	\$ /hr.	\$
iii) Computer technicians (2 x 8hrs x 4d = 64 hrs.) (disconnect/connect)	64 hours	\$ /hr.	\$
<b>Vehicles - including driver acting as moving technician</b>			
<b>(7 days/week including holidays and after hours work)</b>			
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.	64 hours	\$ /hr.	\$
iii) Tractor trailer, with driver, acting as moving technician.	64 hours	\$ /hr.	\$
<b>Equipment/Materials</b>			
- Plastic bins, approximately 30" x 24" (200 FTEs @ 5 bins @ 10 days = 10,000 bin days)	10,000 bin days	\$ /bin day	\$
- 4-wheeled padded dollies (200 dollies @ 4 day = 800 dolly days)	800 dolly days	\$ /dolly day	\$
- Computer Carts (20 carts @ 1 day = 20 cart days)	20 cart days	\$ /cart day	\$
- Screen Carts (2 carts @ 2day = 4 cart days)	4 cart days	\$ /cart day	\$
- Open Carts (Library carts)	120 cart days	\$ /cart day	\$

(30 carts @ 4 day = 120 cart days)			
- Cardboard packing boxes, 2.2 cubic feet capacity	200 boxes	\$ /box	\$
-Clean Furniture Pads	25 pads	\$ /pad	\$
	<b>TYPE B</b>	<b>TOTAL</b>	<b>\$</b>

## B5.0 BASIS OF PAYMENT

Compensation will be based on two parameters. For Move Types A, payment will be based on the unit prices detailed in Annex B for the nature and size of the crew (number of supervisors, drivers and vans, and packers/helpers). For Move Management Services, payment will be based on approved hourly rates, on a monthly basis.

For each move day, the Contractor's Project Manager will provide a record to the Departmental Representative of the size of operating crew, the start time, daily finishing time, duration of meal breaks, and any other service or equipment provided.

This service will require work on weekends, and may require work on one or more holidays depending on the actual dates of the move. The Contractor will not be entitled to additional compensation for any work that may occur on weekends or holidays, including the works of Move Management

All Work performed under the terms and conditions of any resultant Contract will be subject to inspection and acceptance by the Departmental Representative. Work found to be unsatisfactory must be corrected at no additional cost to Canada within one (1) week of notification. Failure to repair, replace or restore any damages or loss will result in repairs being done by the client and the cost attributed to them being deducted from the invoice for that or any future task.

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xsb005

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

EZ899-140244

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

## ANNEX D

### INSURANCE REQUIREMENTS

#### D.1 All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on Replacement Cost (new) Basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
  - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - (b) Loss Payee: Canada as its interest may appear or as it may direct.
  - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Royal Canadian Mounted Police and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

#### D.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

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- (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.

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## **ANNEX E**

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

**See attached - 4 pages.**

**ANNEX F****BID PREPARATION INSTRUCTIONS AND EVALUATION CRITERIA****F1.0 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.

**F2.0 Technical Criteria****F2.1 Point Rated Technical Criteria****F.2.1.1 EXPERIENCE**

No.	Point – Rated Criteria (non-mandatory)	Rating Scale
PR1	<p><b>Bidder's Experience – Moving of Personal Computers and Peripheral Devices</b></p> <p><i>The Bidder should have experience in moving of personal computers and associated peripheral devices, printers, fax machines, etc.</i></p> <p>It is requested that the Bidder provide a list of five projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above. This experience may include the services of a Specialist Sub-Contractor that has provided this service in the past.</p> <p>Bidder's will be allocated up to 10 points as follows:</p> <ul style="list-style-type: none"> <li>• up to two points for each compliant project to a maximum of 10</li> </ul> <p>For a project to qualify, it must involve the moving of a minimum of sixty (60) personal computers and associated peripheral devices, printers, fax machines, etc. per project. If more than five projects are listed, the first five only will be evaluated.</p> <p>It is requested that a table-style format 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 moving of personal computers and associated peripheral devices, printers, fax machines, etc.;</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</li> </ul>	0-10 points
PR2	<b>Bidder's Experience – Assembling / Disassembling Storage Systems, etc.</b>	0-10 points

	<p><b><i>The Bidder should have experience assembling and disassembling records storage systems, office furniture, boardroom tables, etc.,.</i></b></p> <p>It is requested that the Bidder provide a list of five projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above. If more than five projects are listed, the first five only will be evaluated.</p> <p>Bidder's will be allocated up to 10 points as follows:</p> <ul style="list-style-type: none"> <li>• up to two points for each compliant project to a maximum of 10</li> </ul> <p>It is requested that a table-style format 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 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.</li> </ul>	
PR3	<p><b>Bidder's Experience – Managing Large Move Projects</b></p> <p><b><i>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.</i></b></p> <p>It is requested that the Bidder provide a list of five 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>• up to two points for each compliant project to a maximum of 10.</li> </ul> <p>It is requested that a table-style format 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 Offeror's role on the project;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization .</li> </ul>	0-10 points

#### F.2.1.2 APPROACH / METHODOLOGY

PR4	<b>Bidder's Move Management Approach and Practices</b>	
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	<p>It is requested that the Bidder outline in detail their Move Management approach and how it ensures that clients receive quality service. Bidder should also indicate how it ensures and controls the quality of service from Personnel. The Bidder's response should address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. Outline your approach for general moves.</li> <li>2. Outline your typical move management plan.</li> <li>3. Outline your communication plan &amp; stakeholder engagement plan</li> <li>4. Outline your staff training practices;</li> <li>5. Outline your role in commissioning process</li> <li>6. Outline your provisions for security.</li> <li>7. Detail your Quality Assurance Plan.</li> </ol> <p><b><i>Bidders will be allocated up to five points each to a maximum of 35 points.</i></b></p>	0-35 points
PR5	<p><b>Bidder's Methodology When Responding to Urgent Requirements</b></p> <p>It is requested that the Bidder 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). For the situation to be considered, the Bidder must provide a brief description of the project, including the name of the entity being moved and the value of the project, as describe the urgent requirement connected with the project. The Bidder must also provide the name and telephone number of a project reference person who could be contacted to assess the client's satisfaction with the Bidder's response.</p> <p>The Bidder's Project Reference will be asked the following questions:</p> <ol style="list-style-type: none"> <li>1. Relating to the urgent requirement(s) you had, in dealing with the service provider in question, were you, pleased (overall) with the quality of the work done? <b>Yes or No?</b></li> <li>2. Did the service provider appear to be well organized in responding to your urgent request? <b>Yes or No?</b></li> <li>3. Did the service provider keep you informed of progress on the rush job (i.e. was there adequate follow-up done between your organization and theirs)? <b>Yes or No?</b></li> </ol> <p>Bidders will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> <li>• 0/3 Positive Responses = zero (0) points;</li> <li>• 1/3 Positive Responses = three (3) points;</li> <li>• 2/3 Positive Responses = six (6) points; and</li> </ul>	0-10 points

	•3/3 Positive Responses = ten (10) points.	
<b>PR6</b>	<p><b>Bidder's Approach to Client Complaints</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 as possible:</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 communicate the problem;</li> <li>3.person (position title) assigned to investigate complaint;</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>Bidder's 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>• fewer 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

### F.2.1.3 BIDDERS' APPROACH TO THE HRSDC RELOCATION REQUIREMENT

<b>PR7</b>	<p><b>Understanding of the Requirement</b></p> <p>The Bidder should demonstrate a clear understanding of the goals, objectives, issues, challenges and opportunities with respect to the HRSDC Relocation Project.</p> <p>The Bidder should::</p> <ul style="list-style-type: none"> <li>• Identify and describe in its own words the goals and objectives of the HRSDC Relocation Project as it understands them; (5 points)</li> <li>• Given the requirements as defined in the SOW, identify and describe some of the issues, challenges and opportunities related to the Contract and facing the HRSDC with respect to the requirement; (5 points)</li> <li>• Discuss the key success factors which should be considered in order to address these issues, challenges and opportunities; (5 points)</li> <li>• Describe the scope of the proposed Contract as it understands it. (5 points)</li> </ul>	0-20 points
<b>PR8</b>	<p><b>General Strategy and Work Plan</b></p> <p>It is requested that the Bidder demonstrate how it intends to meet the requirements outlined in Annex A - Statement of Work :</p>	0-35 points

	<ul style="list-style-type: none"><li>• In reponse to Annex A, parts A5 and A7, provide a detailed description of the Move Management Services that are required;: (15 points)</li><li>• In reponse to Annex A, parts A6 to A8, describe each aspect of the proposed moving services delivery; (15 points)</li><li>• Provide in detail how the Bidder proposes to manage Contract service delivery and quality assurance. (5 points)</li></ul>	
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PR9	<p><b>Bidder's Proposed Project Manager's Experience &amp; Certification – Managing Large Move Projects</b></p> <p>The Bidder's proposed Project Manager 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, furniture and record.</p> <p>The Bidder must name the Project Manager who will be responsible for this project</p> <p>Project Manager _____</p> <p>It is requested that the Bidder provided a current resume for the named Project Manager.</p> <p>It is requested that the Bidder provide a description of four move projects that are similar in size, scope and complexity completed within the past seven (7) years to substantiate the above. If more than four projects are listed, the first four only will be evaluated.</p> <p>Bidders will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> <li>• up to two points for each compliant project to a maximum of 8.</li> <li>• Project Manager's PMP Certification = two (2) points;</li> </ul> <p>It is requested that a table-style format 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 relocations 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>- services provided by the Project Manager on the project, with especial emphasis on the stakeholder engagement;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization</li> <li>- reference (name and phone number to be included)</li> </ul>	0-10 points
PR10	<p><b>Bidder's Proposed Communications Manager's Experience - Managing Large Move Projects</b></p> <p>The Bidder's proposed Communications Manager should have experience in the communications strategies involved including countdown engagement, customized welcome packages, expectations alignment etc., for multiple phased moves.</p>	0-10 points

	<p>The Bidder must name the Communications Manager who will be responsible for this project</p> <p>Communications Manager _____</p> <p>It is requested that the Bidder provided a current resume for the named Communications Manager.</p> <p>It is requested that the Bidder provide a description of four move projects that are similar in size, scope and complexity completed within the past seven (7) years to substantiate the above. If more than four projects are listed, the first four only will be evaluated.</p> <p>Bidders will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> <li>• up to two points for each compliant project to a maximum of 10.</li> </ul> <p>It is requested that a table-style format 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;</li> <li>• duration of the project – start and completion dates;</li> <li>• number/description of resources assigned to the project;</li> <li>• services provided by the Communications Manager on the project, with especial emphasis on the stakeholder engagement and change management;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization</li> <li>- reference (name and phone number to be included)</li> </ul>	
PR11	<p><b>Bidder's Proposed Move Coordinators' Experience – Managing Large Move Projects</b></p> <p>The Bidder's proposed Move Coordinators 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, furniture and record.</p> <p>The Bidder must name the Coordinators who will be responsible for this project</p> <p>Coordinator #1 _____</p> <p>Coordinator #2 _____</p> <p>Coordinator #3 (opt) _____</p> <p>It is requested that the Bidder provided a current resume for the named Coordinator</p>	0-10 points

	<p>It is requested that the Bidder provide, for each Move Coordinator, the description of at least three move projects that are similar in size, scope and complexity within the past seven (7) years to substantiate the above.</p> <p>Bidders will be allocated up to 10 points as follows:</p> <ul style="list-style-type: none"> <li>• up to two points each for the first two compliant projects for each Move Coordinator proposed and two additional points for each subsequent compliant project for any of the coordinators to a maximum of 10.</li> </ul> <p>It is requested that a table-style format 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 relocations 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>• services provided by the Move Coordinator on the project, with especial emphasis on the stakeholder engagement;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization</li> <li>- reference (name and phone number to be included)</li> </ul>	
	<b>Total Points Possible</b>	<b>170 points</b>

## ANNEX C

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

E2899-14 0244

Security Classification / Classification de sécurité

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

## PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
HRSDC		CFOB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail National Accommodation Project - Bell of Harbour Centre - 535 West Hastings Street, Vancouver, BC			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
8. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
8. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
9. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to / Limité à : <input type="checkbox"/>		Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :		Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-100(2004/12)

Security Classification / Classification de sécurité

Canada





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

22 899 - 18 0244

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No  
Non ☐ Yes  
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No  
Non ☐ Yes  
Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No  
Non ☐ Yes  
Oui

☐ No  
Non ☐ Yes  
Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No  
Non ☐ Yes  
Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les opérations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No  
Non ☐ Yes  
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No  
Non ☐ Yes  
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No  
Non ☐ Yes  
Oui





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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE		NATO					COMSEC				
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
										A	B	C			
Information / Assets															
Relationships / Plans															
Production															
IT Media /															
Support II															
IT Link /															
Line Electronics															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non

☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non

☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



*E*

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

Start of the Work for a TA: Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT: Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date