

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

Title - Sujet Moving Services	
Solicitation No. - N° de l'invitation EZ899-140418/A	Date 2013-06-14
Client Reference No. - N° de référence du client EZ899-140418	
GETS Reference No. - N° de référence de SEAG PW-\$XSB-005-7030	
File No. - N° de dossier XSB-3-36054 (005)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-29	
Time Zone Fuseau horaire Pacific Daylight Saving Time PDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Armstrong, Wendy	Buyer Id - Id de l'acheteur xsb005
Telephone No. - N° de téléphone (604) 775-7691 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN British Columbia V6Z2V8 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

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

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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 an Other Government Department (hereafter referred to as the OGD) 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 totalling approximately 450 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. Moves may include dismantling of metal shelving and reassembling, or relocating to a disposal site. All workstations will be electrically disconnected by others prior to move.

The Scope of this work includes all aspects of the planning and delivery of the OGD Move Project. This project will comprise a series of moves to relocate OGD 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 OGD and PWGSC project teams, taking into consideration the landlord's contractors' construction schedules. Each of these moves will typically focus on groups of 75 - 100 people, though exceptions may have to be made. In the event of exceptions to these limits, the Contractor will work with the OGD 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
Phase 1	January 29 to February 10 2014	
Phase 2	February 12 to February 24, 2014	
Phase 3	February 26 to March 3 2014	
Phase 4	March 12 to March 17 2014	
Phase 5	March 19 to March 24 2014	
Phase 6	March 26 to March 31 2014	
Phase 7	March 31 to April 30, 2014	

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 (2013-06-01) 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:

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

Calculation:

Bidder	Technical Points	Price Points	Total Points
Bid #1	88 X 70 = 70.00 * 88	**50 X 30 = 25.00 60	95.0 points
Bid #2	82 X 70 = 65.23 88	50 X 30 = 27.27 55	92.50 points
Bid #3	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;

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

File No. - N° du dossier

XSB-3-36054

Buyer ID - Id de l'acheteur

xsb005

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

EZ899-140418

CCC No./N° CCC - FMS No/ N° VME

(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. \$54,000.00 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 FOR CANADIAN SUPPLIER:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), 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 April 30, 2014.

7.5. Authorities**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Wendy Armstrong
 Supply Specialist
 Public Works and Government Services Canada
 Pacific Region Acquisitions
 12th Floor - 800 Burrard St.
 Vancouver, B.C. V6Z 2V8
 Tel: (604) 775-7691
 Fax: (604) 775-7692
 E-Mail: wendy.armstrong@pwgsc.gc.ca

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

The Contracting Authority is responsible for the administration 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: Elio Tortolano

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: David Derrick

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
- 0(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.

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

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

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

Other Government Department Relocation Project

A2.0 BACKGROUND

Other Government Department (OGD) are in the process of amalgamating some of their operations to a new facility, located at 1611 Main Street.

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

Public Works and Government Services Canada (PWGSC) on behalf of an Other Government Department (hereafter referred to as the OGD) 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 totalling approximately 450 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. Moves may include dismantling of metal shelving and reassembling, or relocating to a disposal site. All workstations will be electrically disconnected by others prior to move.

The Scope of this work includes all aspects of the planning and delivery of the OGD Move Project. This project will comprise a series of moves to relocate OGD 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 OGD and PWGSC project teams, taking into consideration the landlord's contractors' construction schedules. Each of these moves will typically focus on groups of 75 - 100 people, though exceptions may have to be made. In the event of exceptions to these limits, the Contractor will work with the OGD 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 which may include multiple moves within some of the phases.:

Phase	Tentative Schedule Description	General Contractor Dates
Phase 1	January 29 to February 10 2014	
Phase 2	February 12 to February 24, 2014	
Phase 3	February 26 to March 3 2014	
Phase 4	March 12 to March 17 2014	
Phase 5	March 19 to March 24 2014	

Phase 6	March 26 to March 31 2014	
Phase 7	March 31 to April 30, 2014	

A3.2 Area of Coverage

The relocations will originate from approximately 6 buildings within 45 kilometers of the destinations. It is anticipated that many of the moves will originate from more than one building within 5 km radius. Surplus assets for disposal will be moved from any of the 5 locations to either Crown Assets or the Surrey Transfer Station.

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 1611 Main Street	Approximate one way distance from 1611 Main Street.
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. It is to be assumed that only one (1) elevator will be available for moving. 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.

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Location #1	# 4th Floor – 777 Dunsmuir Street Vancouver (Private Landlord)
Floors	Fourth Floor
Distance from 1611 Main	4 kilometers
Route	Most direct route
Numbers of staff moving	85
Elevator	Yes – Freight Elevator
Loading Dock/Area	Yes
Elevator to Loading Area	Yes

Location #2	# 333 Dunsmuir Street Vancouver(Private Landlord)
Floors	Ground to 6 th Floor
Distance from 1611 Main	3.5 kilometers
Route	Most direct route
Numbers of staff moving	300
Elevator	Yes – Freight Elevator
Loading Dock/Area	Yes
Elevator to Loading Area	Yes

Location #3	605 Robson Street Vancouver (Private Landlord)
Floors	4th Floor
Distance from 1611 Main	4 kilometers
Route	Most direct route
Numbers of staff moving	75
Elevator	Yes – No Freight Elevator
Loading Dock/Area	Yes
Elevator to Loading Area	Yes

Location #4	Basement 525 Hamilton
Floors	Basement
Distance from 1611 Main	3.5 kilometers
Route	Most direct route
Numbers of staff moving	10
Elevator	Yes – Freight Elevator
Loading Dock/Area	Yes
Elevator to Loading Area	Yes

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Location #5	Ground Floor 90 Waterfront Street
Floors	Ground
Distance from 1611 Main	3.5 kilometers
Route	Most direct route
Numbers of staff moving	22
Elevator	No
Loading Dock/Area	No
Elevator to Loading Area	No

Location #6	300 West Georgia St Vancouver
Floors	7th Floor
Distance from 1611 Main	2 kilometers
Route	Most direct route
Numbers of staff moving	9
Elevator	Freight Elevator
Loading Dock/Area	Yes
Elevator to Loading Area	Yes

Location #7	Crown Assets
Various	8307 130 th Street, Surrey, BC
Distance from Locations 1, 2, 3 & 5	45 kilometets
Route	Most direct route
	Assets only

	Surrey Transfer Station
Various	9770 192nd Street , Surrey, BC
Distance from Locations 1, 2, 3, & 5	45 kilometers
Route	Most direct route
	Asets only – include invoices for disposal fees with waste tech tickets to the PWSC Project Manager

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 OGD 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, and 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 personnel of the PWGSC and OGD, the landlord construction and consultant team, and PWGSC and OGD hired consultants.

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 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;
- Provide numbering and/or colour coding protocols for the OGD to follow for each of the moves.
- Provision 'of packing instructions for employees.

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.

Move Coordination Activities	Planned Date
Move Coordinators' Kick-off Meeting with PWGSC and OGD Project Team	August 2013
Move Plans to be completed by Contractor in consultation and coordination with Landlord's General Contractor & consultants, OGD and PWGSC Project Rep's	September 2013
Present finalized seating plans to user groups. Send Move Packages to User Group	2 wks before each phased move scheduled
Deliver Move Bins/boxes and labels	2 wks before 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 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.

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 (COB Wednesday to Monday) Move - 75 to 100 staff (approximately 6 type A moves)

Type A Moves will begin end of work day Wednesday, and must be completed by start of work Monday morning. 0800 to 2400 hour

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 75 to 100 people (average = 5 plastic moving bins per person);
- Task chairs; (minimal)
- Computers, monitors, fax machines, net work printers, locally attached printers and peripherals - pack, transport, unpack;
- Disassemble fixed shelving and reassemble at 1166 Main Street.
- Filing cabinets including supply cabinets;
- Approximately (6) Enclosed Office suites (may include furniture such as sofas, arm chairs, desks, credenza, bookcases, etc.);
- Large meeting rooms: boardroom table, video conferencing equipment including VCR/DVD player, televisions, equipment cart, chairs, whiteboards, Smartboards and speaker phone (Polycom); (approximately 2 per move)
- 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.
- Most Type A Moves will include some special purpose equipment to support the OGD's operations

A6.1.2 Type B Move – Secure move of files and OGD controlled goods. Monday to Friday during normal working hours of OGD. (approximately 6 type B moves) 0800 to 1600 hour

- The OGD must seal and lock trucks at point of departure and unseal and unlock trucks at destination. These trucks will be escorted by the OGD at all times between departure and destination.
- Items to be in sealed bins or boxes
- Transfer of sealed bins must be observed and escorted by OGD personnel at all times
- Approx. 150 secure bins per move

A6.1.3 Type C Move -Assets only (Monday to Sunday) Move – from 4 buildings as shown in the the location table in section A4.4 locations 1, 2, 3 and 5. Asset amounts not known at this time. (approximately 3 type C moves). 0800 to 1600 hour

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- Dismantle existing panel systems furniture and metal shelving units and disposal off-site to either location 7 or 8.
 - Examples of furniture to be surplused:
 - o Panels & worksurfaces
 - o File cabinets
 - o Chairs
 - o File pedestals
 - o Free standing desks and runoffs
 - o Pac poles
 - o Desk accessories
 - o tables
 - include invoices for disposal fees with waste tech tickets to the PWSC Project Manager

A7.0 SCHEDULING AND MOVING SEQUENCE

The Contractor's Project Manager shall finalize the details of each Move with the Departmental Representative as part of the Task Authorization process..I 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.

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, B or C 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 filing cabinets contents..

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, Fragile Items, & Sensitive Material:

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 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

- OGD 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 OGD) 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.

A8.2.3 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 will be emptied by the OGD and are to be moved to locations shown on furniture plan for 1611 Main Street. Approximately 6 safes.

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, , microwaves, dehumidifiers, fans, refrigerators, etc.

.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, library carts, and packing boxes 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:

- Packing material (including but not limited to newsprint, bubble wrap, shrink wrap, etc.);
- Labels;
- Blankets/furniture pads;
- Rolls of tape.
- Locks/seals for secure bins

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 Task Authorization (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. Should trucks be delayed due to exceptional circumstances, the Contractor is to immediately contact the Departmental Representative to review the situation.

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.:

- Establish a work area in a room that allows easy access to the majority of the items to be packed and/or moved.
- 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.

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- Special care and handling is to be taken when packing and moving such items as computer equipment, 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 from move activity.
 - 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 A9.1 and A9.2 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; double tagging, fixed shelving systems disassembly, relocation, and re-assembly;
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 in advance of scheduled moves.

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 as identified in section A6.1 and as determined by the Project Team.

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 Annex "A",

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.

B2.0 PRICING FOR MOVE MANAGEMENT

This is for the Move Management Services as described in Annex 'A'

<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>	Estimated Quantity (A)	Unit Rate (B)	Extension (A x B)
Move Management Services			
i) Contractor Project Manager	100 hours	\$ _____ hr	\$
ii) Contractor Project Coordinator(s)	150 hours	\$ _____ hr	\$
	TOTAL		\$

B3.0 PRICING BY MOVE TYPE**B3.1 Type A Move: Office Move (6 Type A Moves)**

This is for a move as described in Annex A

<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>	Estimated Quantity (A)	Unit Rate (B)	Extension (A x B)
Labour (7 days/week including holidays and after hours work)			
1) Crew Supervisors (1 x 8hrs x 4d) = 32 hrs.)	32 hours	\$ /hr.	\$
ii.) Moving technicians (10 x 8 hrs x 4d) = 320 hrs.	320 hours	\$ /hr.	\$

Furniture installer / technicians (2 x 8hrs x 2d = 32 hrs.)	32 hours	\$ /hr.	\$
Vehicles - including driver acting as moving technician (7 days/week including holidays and after hours work)			
1) Cube van, including driver, acting as moving technician	32 hours	\$ /hr.	\$
iii) Tractor trailer, with 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.	\$
Equipment/Materials			
- 4-wheeled padded dollies (100 dollies @ 2 day = 200 dolly days)	200 dolly days	\$ /dolly day	\$
- Plastic bins, approx. 30" x 24" 100FTEs @ 5 bins @ 10 days =5,000 bin days	5,000 bin days	\$ / bin day	\$
- Computer Carts (20 carts @ 2 day = 20 cart days)	40 cart days	\$ /cart day	\$
- Clean Furniture Pads	25 pads	\$ / pad	\$
- Bubble Wrap	1 Roll	\$ / 150' dispenser pack	
- IT Bags	100	\$ / ea	
- Clear Shrink Wrap	1 Roll	\$ / roll	
	TYPE A	TOTAL	\$

B3.2 Secure Move – Secure move of files and OGD controlled goods (6 Type B Moves)

This is for a move as described in Annex A

<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>	Estimated Quantity (A)	Unit Rate (B)	Extension (A x B)
Labour (7 days/week including holidays and after hours work)			
1) Crew Supervisors (1 x 8hrs x 1d) = 8 hrs.)	8 hours	\$ /hr.	\$
ii.) Moving technicians (3 x 8hrs x 1d) = 24 hrs	24 hours	\$ /hr.	\$

Vehicles - including driver acting as moving technician (7 days/week including holidays and after hours work)			
i) Truck with a minimum Gross Vehicle Weight registered 6,800 kg., with or without hydraulic lift, including driver, acting as moving technician.	8 hours	\$ /hr.	\$
Equipment/Materials			
- Plastic bins, approximately 30" x 24" 150 bins @ 10 days = 1,500 bin days)	1,500 bin days	\$ /bin day	\$
Numbered Security Ties	150	\$ ____/ea	
- 4-wheeled padded dollies (100 dollies @ 2 day = 200 dolly days)	200 dolly days	\$ /dolly day	\$
- Bubble Wrap	1 Roll	\$ / 150' dispenser pack	
- IT Bags	100	\$ / ea	
- Black Shrink Wrap	1 Roll	\$ / roll	
	TYPE B	TOTAL	\$

B.3.3

B3.3 Type C Move: Assets only to Surrey Transfer Station or Crown Assets (3 Type C Moves)

This is for a move as described in Annex A

<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>	Estimated Quantity (A)	Unit Rate (B)	Extension (A x B)
Labour (7 days/week including holidays and after hours work)			
i.) Moving technicians (5 x 8hrs x 1d) = 40 hrs	40 hours	\$ /hr.	
ii) Crew Supervisors (1 x 8hrs x 1d) = 8 hrs.)	8 hours	\$ /hr.	
iii) Furniture installer / technicians (2 x 8hrs x 1d = 16 hrs.)	16 hours	\$ /hr.	\$
Vehicles - including driver acting as moving technician (7 days/week including holidays and after hours work)			

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ii) Truck with a minimum Gross Vehicle Weight registered 6,800 kg., with or without hydraulic lift, including driver, acting as moving technician.	16 hours	\$ /hr.	\$
Equipment/Materials			
- 4-wheeled padded dollies (10 dollies @ 1 day = 10 dolly days)	10 dolly days	\$ /dolly day	\$
	TYPE C	TOTAL	\$

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B4.0 BASIS OF PAYMENT

Compensation will be based on two parameters. For Move Types A, B & C, 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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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.

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.
 - (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

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>Bidder's Experience – Moving of Personal Computers and Peripheral Devices</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 3 projects (that are similar in size, scope and complexity) completed within the past five (5) 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 9 points as follows:</p> <ul style="list-style-type: none"> • up to 3 points for each compliant project to a maximum of 9 <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 three projects are listed, the first three 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"> • name of the project; • summary description of the services provided relative to moving of personal computers and associated peripheral devices, printers, fax machines, etc.; • duration of the project – start and completion dates; • number/description of resources assigned to the project; • description of the Bidder's role on the project; • dollar value of the project; • name and brief description of the client organization 	0-9 points

PR2	<p>Bidder's Experience – Assembling / Disassembling Systems, etc.</p> <p><i>The Bidder should have experience assembling and disassembling, office furniture, boardroom tables, etc.,.</i></p> <p>It is requested that the Bidder provide a list of 3 projects (that are similar in size, scope and complexity) completed within the past five (5) years to substantiate the above. If more than three projects are listed, the first three only will be evaluated.</p> <p>Bidder's will be allocated up to 6 points as follows:</p> <ul style="list-style-type: none">• up to 2 points for each compliant project to a maximum of 6 <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">• name of the project;• summary description of the services provided relative to assembling and disassembling office furniture, boardroom tables, etc.;• duration of the project -start and completion dates;• number/description of resources assigned to the project;• description of the Bidder's role on the project;• dollar value of the project;• name and brief description of the client organization.	0-6 points
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PR3	<p>Bidder's Experience – Managing Large Move Projects</p> <p><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></p> <p>It is requested that the Bidder provide a list of three projects (that are similar in size, scope and complexity) completed within the past five (5) years to substantiate the above.</p> <p>Bidders will be allocated up to ten (15) points as follows:</p> <ul style="list-style-type: none">• up to five points for each compliant project to a maximum of 15. <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">• name of the project;• 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;• duration of the project – start and completion dates;• number/description of resources assigned to the project;• description of the Offeror's role on the project;• dollar value of the project;	0-15 points
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|--|---|--|
| | • name and brief description of the client organization . | |
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F.2.1.2 APPROACH / METHODOLOGY

PR4	<p>Bidder's Move Management Approach and Practices</p> <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"> 1. Outline your approach for general moves. 2. Outline your typical move management plan. 3. Outline your communication plan & stakeholder engagement plan 4. Outline your staff training practices; 5. Outline your role in commissioning process 6. Outline your provisions for security. 7. Detail your Quality Assurance Plan. <p><i>Bidders will be allocated up to five points each to a maximum of 35 points.</i></p>	0-35 points
PR5	<p>Bidder's Approach to Client Complaints</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"> 1.the process to initiate action to resolve the problem; 2.communication device(s) used to communicate the problem; 3.person (position title) assigned to investigate complaint; 4.feedback to client (how, when, what, etc.); and 5.process/approach to ensure problem does not re-occur. <p><i>Bidder's will be allocated up to ten (10) points as follows:</i></p> <ul style="list-style-type: none"> •5/5 Assessment Criteria are explained in detail and appear to be logical = ten (10) points; •4/5 Assessment Criteria are explained in detail and appear to be logical = six (6) points; •3/5 Assessment Criteria are explained in detail and appear to be logical = three (3) points; and 	0-10 points

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|--|--|--|
| | <ul style="list-style-type: none"> • fewer than 3/5 Assessment Criteria explained and/or the details provided are either unclear or appear to be illogical = zero (0) points. | |
|--|--|--|

F.2.1.3 BIDDERS' APPROACH TO THE OGD RELOCATION REQUIREMENT

PR6	<p>Understanding of the Requirement</p> <p>The Bidder should demonstrate a clear understanding of the goals, objectives, issues, challenges and opportunities with respect to the PWGSC Move Project</p> <p>The Bidder should::</p> <ol style="list-style-type: none"> 1. Identify and describe in their own words the goals and objectives of the Move Project as they understands it; (5 points) 2. Given the requirements as defined in Annex A, identify and describe some of the issues and challenges related to the Contract and facing the OGD with respect to the requirement; (5 points) 3. Discuss the key success factors which should be considered in order to address these issues and challenges. (5 points) 	0-15 points
PR7	<p>General Strategy and Work Plan</p> <p>It is requested that the Bidder demonstrate how it intends to meet the requirements outlined in Annex A</p> <ol style="list-style-type: none"> 1. In reponse to Annex A, parts A5 and A7, provide a detailed description of the Move Management Services that are required;; (15 points) 2. In reponse to Annex A, parts A6 to A8, describe each aspect of the proposed moving services delivery; (15 points) 3. Provide in detail how the Bidder proposes to manage contract service delivery and quality assurance. (5 points) 	0-35 points

PR8	<p>Bidder's Proposed Project Manager's/Move Coordinator's Experience & Certification – Managing Large Move Projects</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 2 move projects that are similar in size, scope and complexity completed within the past five (5) years to substantiate the above. If more than 2 projects are listed, the first 2 only will be evaluated.</p> <p>Bidders will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> • up to 5 points for each compliant project to a maximum of 10. <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"> · name of the project; · 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; · duration of the project – start and completion dates; · number/description of resources assigned to the project; · services provided by the Project Manager on the project, with especial emphasis on the stakeholder engagement; ·dollar value of the project; · name and brief description of the client organization - reference (name and phone number to be included) 	0-10 points
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PR9	Bidder's Proposed Move Coordinators' Experience – Managing Large Move	
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	<p>Projects</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>It is requested that the Bidder provided a current resume for the named Coordinator</p> <p>It is requested that the Bidder provide, for each Move Coordinator, the decription 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"> • 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. <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"> · name of the project; · 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; · duration of the project – start and completion dates; · number/description of resources assigned to the project; · services provided by the Move Coordinator on the project, with especial emphasis on the stakeholder engagement; · dollar value of the project; · name and brief description of the client organization - reference (name and phone number to be included) 	<p>0-10 points</p>
	Total Points Possible	145 points

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13/14 # 019



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 22 891-140 41 8
Security Classification / Classification de sécurité

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

PART 1 CONTRACT INFORMATION / PARTIE 1 INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canada Border Services Agency	2. Branch or Directorate / Direction générale ou Direction Operations Branch, Pacific Region	
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 Moving Coordinator and Moving Services		
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 / <input type="checkbox"/> Yes		
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 / <input type="checkbox"/> Yes		
6. Indicate the type of access required / Indiquer le type d'accès requis		
3. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes		
3. 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 / <input type="checkbox"/> Yes		
3. 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 / <input type="checkbox"/> Yes		
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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	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"/>



PART A - SUPPLIER / PARTIE A - FOURNISSEUR

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 Yes
Non 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 Yes
Non Oui

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

PART B - PERSONNEL SUPPLIER / PARTIE B - PERSONNEL FOURNISSEUR

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> 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 unscrubbed personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui
If Yes, will unscrubbed personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui



Contract Number / Numéro du contrat E2899 26140-18
Security Classification / Classification de sécurité

SRCL - government / LVERS - civil

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 scielées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				CCMISEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / Très SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMINT TOP SECRET / COMINT Très SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / Très SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL		A	B	C					
Information / Autres Documents / Éléments / Production																	
IT Media / Support IT / IT Log / Log électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par le présent 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).



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. Authorizatfon(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.

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.

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.

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