

PHAC Scientific Equipment Relocation Requirements

STATEMENT OF WORK

29 July 2013

1. Scope

1.1. Title

PHAC Scientific Equipment Relocation Requirements

1.2. Introduction

The Public Health Agency of Canada (PHAC) is moving laboratory equipment from to Winnipeg, over a period of up to 12 months.

1.3. Objectives of the Requirement

The Contractor is responsible for providing moving services for scientific laboratory equipment such as the packing, loading and transportation of laboratory equipment and related parts, tools, manuals and auxiliary components.

1.4. Background and Specific Scope of the Requirement

PHAC will move laboratory equipment currently located in Ottawa over a period of up to 12 months. The Contractor will be required to pack, load and transport the equipment from Ottawa to Winnipeg, most equipment being fragile laboratory equipment, and PHAC will take care of unloading it at the Winnipeg location.

An Equipment summary list is provided as Appendix A to this Statement of Work (SOW). Although not final, this list shows the approximate quantities and types of equipment PHAC intends to relocate and have the Contractor manage. A final list will be supplied at contract award.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

PHAC requires a Contractor who has experience in moving lab or scientific equipment and can supply services for the moving of PHAC scientific laboratory equipment:

- packing and labeling
- loading
- transport
- crating

Initial meeting with PHAC and update meetings as required.

For each Phase

Confirmation of moving date

Packing (after room and equipment decontamination)

Labelling

Loading

Transport

There are over 450 pieces of equipment identified on the equipment list along with supporting tools, manuals and consumables as specified in appendix A.

The Contractor will need to label each box according to the item and room number identified on the equipment list.

Equipment Removal

Where it has been identified, the Contractor is to remove equipment following the designated routes to access the loading dock. Any anchors or uneven flooring hazards created as a result of removing equipment shall be flagged.

Any equipment that requires dismantling prior to its removal from the building due to door opening sizes or floor weight capacities must be done without permanently altering any part of that equipment or the building unless approved by the Project Authority. The Contractor must clean floor areas exposed to equipment removal, and make mechanical and electrical disconnections safe.

Conducting the Move

The Contractor is to be aware that physical building constraints exist such as a curved and angled access ramp to the loading dock at the Ottawa site.

The Contractor will have access to the Ottawa site between the hours of 8AM and 4PM.

The Contractor is to supply regular and overtime rates for labour.

2.2. Specifications and Standards

In performing the work the Contractor must adhere to and follow the Regulations and Standards as outlined in Appendix B – Associated Regulations and Standards.

Work will need to be delivered according to the proposed and approved schedule, unless changes are approved by PHAC Project Manager. Changes to the timing and/or scope of the project due to unforeseen circumstances will be discussed between the Contractor and PHAC Project Manager and/or PHAC Contracting Authority prior to the commencement of work related to that change. Changes in the scope of work and/or timing will be confirmed in writing by PHAC.

2.3. Method and Source of Acceptance

PHAC Project Manager will inspect rooms at different times during packing to ensure packing standards are met.

2.4 Equipment Responsibility

All equipment will be under the contractor's responsibility from the time it is loaded on a truck to the moment a PHAC representative signs the delivery sheet at the new location.

Damaged Goods

Any existing damaged goods are to be identified to PHAC Project Manager by the Contractor prior to packing.

Any damage to the equipment during the transit is the contractor's responsibility. If any, they will be identified to the Contractor by PHAC at time of unloading in Winnipeg (or earliest occasion after). Contractor will be allowed to monitor unloading process if desired at its expense. Contractor should have proper insurance to cover replacement of any lost or damaged during transit.

The Contractor shall submit a shipping manifest for each truck prior to departure from Ottawa.

2.5 Project Management Control Procedures

The Contractor will be required to attend a kick-off meeting; this meeting will be held following contract award and will outline the following for each party as it relates to this project:

- roles and responsibilities of all parties
- schedule/deadlines
- project plans to be prepared by the Contractor
- risks and issues
- meetings and communication plan
- issue resolution procedures
- Occupational Health and Safety, and Environmental (OHS&E) requirements
- method of handling changes

All required facility and coordination-related support shall be managed through PHAC Project Manager.

Weekly coordination meetings will be held with PHAC and other key stakeholders when needed. New risks and risk status updates will be provided at these meeting by all parties. Proposed project plan will be reviewed, discussed, modified and agreed upon, if required, prior to implementing any project plan changes.

3. Other Terms and Conditions of the Statement of Work

3.1. Authorities

To be communicated at time of contract award.

3.2. PHAC's Obligations and Responsibilities

- Provide access to facilities and equipment (e.g., loading dock, freight elevator);
- Provide access to staff members who will be available to coordinate activities;
- Decontamination of equipment and rooms (where applicable) prior to packing, loading and moving of equipment;
- Provide a list with each equipment's original and destination room number at the new location (for labeling purposes).

3.3. Contractor's Obligations and Responsibilities

- Supply all labour, tools and materials required to perform the work;
- Adhere to applicable regulations and standards including those related to equipment and building service connections, as well as the OHS&E concerns related to the job site;
- Obtain all the necessary federal, provincial and municipal permits required to conduct the work;
- Proceed with a site visit of both locations ahead of time to ensure own moving equipment is appropriate for the locations;
- Utilize suitable protection so as moving activities do not damage equipment, buildings, roadbeds, buried services, etc. The Contractor is responsible for any damage to the equipment and buildings as a result of move-related activities;
- Utilize air-ride-equipped transporters compatible with 4' loading dock height to ensure the equipment is not subjected to excessive levels of vibration or impact;
- Utilize fully-enclosed roll up door-equipped transporters;
- Utilize cargo bars/rails to secure equipment;

- Paper/bubble wrap individual pieces and shrink wrap pallets/skids, etc.;
- Provide site supervision while undertaking work to ensure the work is conducted in a safe, expedient and professional manner;
- Comply with the local roadway regulations and by-laws over which it is necessary to haul materials or equipment;
- Refrain from using any crown property without approval of the Project Authority;
- Maintain the work site in a tidy condition, free from accumulation of waste products and debris;
- Provide appropriate moving boxes, skids, containers and packing materials for all equipment and support equipment;
- Label items/boxes with originating and destination's building and room number;
- Use own equipment and software for the performance of this Statement of Work;
- Have a valide FASTpass. (Program managed by Canadian Border Services Agency)

3.4. Location of Work, Work Site and Delivery Point

From K1A 0K9 to R3E 3L5.

It is PHAC policy not to disclose the exact location of the sites prior to contract award.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

Most of the work will be done at the Ottawa Lab location. Meetings will be held at PHAC 130 Colonnade Road office.

Delivery point is PHAC's Laboratory in Winnipeg.

3.5. Language of Work

English essential.

3.6. Special Requirements

Prior to commencing the Work:

The Contractor shall devise an OHS (Occupational Health and Safety Regulation;) plan and program for the project-specific work at its own expense, and provide a copy to the Project Authority. Where, in the sole opinion of PHAC, the Contractor's OHS&E safety plan and program is deficient in one or more aspects, the Project Authority shall advise the Contractor of the deficiency, and the Contractor shall remedy the deficiency and submit a copy of the amended OHS&E safety plan. PHAC reserves the right to delay commencement of the work until such time as the Contractor has provided a satisfactory safety plan and program. PHAC shall not be liable to the Contractor for any losses, costs or expenses incurred by the Contractor on account of any such delay.

3.7. Security Requirements

The Contractor will need to be escorted while working in PHAC facility. No security clearing will be required.

3.8. Insurance Requirements

The Contractor shall obtain and maintain an appropriate level of professional liability insurance coverage.

3.9. Travel and Living

All travel and expenses must be based on the Treasury Board Travel Directive, receipts required.

4. Project Schedule

4.1. Expected Start and Completion Dates

The move into the new Winnipeg facility will be done in phases between October 2013 and September 2014.

For each move, trailer(s) must arrive at the Winnipeg location on a Friday between 2PM and 4PM, and must be picked up between the following Sunday 4PM and Monday 7AM to allow unloading by PHAC.

PHAC will confirm exact dates for each move, a minimum of three weeks in advance and provide copy of detailed schedule for each move. Minor changes may occur and PHAC will communicate them to the contractor in a timely manner.

4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

Any task required to be performed under this Contract shall be authorized by the Project Authority, as follows, using the Task Authorization Form attached hereto as Appendix C:

(1) The Technical Authority and Project Manager will provide the Contractor with a Statement of Work for each task to be performed, including the required deliverables and schedule of delivery. The said Statement of Work is to be provided on, or attached to, the above-mentioned form.

(2) The Contractor shall submit to the Technical Authority and Project Manager the completed Task Authorization Form, along with its detailed proposal for carrying out the task. The proposal shall include, as a minimum, the following information:

(a) A Technical Proposal outlining the proposed approach and methodology to meet the Task Authorization requirement, any proposed deviation(s) to the Statement of Work, a list of all deliverable items and the proposed delivery schedule;

(b) A detailed Price Proposal (i.e. cost breakdown) in accordance with the Basis of Payment at Section I. Such quotes shall be subject to the acceptance of Canada;

(c) The PHAC Contract Number, as shown on page 1 of the Contract.

(d) Following the approval of the Contractor's proposal by the Project Authority, the Contractor will be authorized by the Project Authority to proceed with the Work by the issuance of a signed Task Authorization Form. The Contractor shall not carry out, nor shall it be reimbursed for any work on any task until it has received a signed Task Authorization Form from the Project Authority.

(e) The Contractor shall provide a copy of each signed Task Authorization Form (including attachments and amendments) to the Departmental Representative.

No payment shall be made for costs incurred in the preparation or submission of a Technical Proposal in response to a Task Authorization requirement.

Please also refer to section 2.1 of the Statement of Work.

4.3. Options

Option to renew the contract for one (1) additional year



Appendix A

Summary list of equipment to be moved (approximation)

| Row Labels | Count of Description | # | FT ³ | Total | Weight (lbs) | Total |
|--------------------|----------------------|-------------------|-----------------|-------------------|--------------|---------------------|
| Bench-Top | 357 | 358 | 6 | 2,148 | 66 | 23628 |
| Freezer -20C | 21 | 21 | 40 | 840 | 300 | 6300 |
| Freezer -80C | 11 | 11 | 40 | 440 | 760 | 8360 |
| Incubator | 15 | | | - | | 0 |
| IT Equip | 73 | 15 | 15 | 225 | 30 | 450 |
| Office | 8 | 72 | 3 | 216 | 25 | 1800 |
| Refrigerator | 12 | 150 | 9 | 1,350 | 30 | 4500 |
| Grand Total | 497 | 12 | 40 | 480 | 315 | 3780 |
| | | | | | | |
| | | # of Items | | Cubic feet | | Weight (lbs) |
| | | 497 | | 5,699 | | 48,818 |
| | | | | | | |

Bench-Top equipment consists mostly of:

- | | |
|----------------|------------------|
| Balance | Sequencer |
| Cell Counter | Shaker |
| Centrifuge | Stirrer |
| Flow Cytometer | Thermocycler |
| Heat Block | Transilluminator |
| Incubator | Trip balance |
| Labquake Mixer | UPS |
| Microscope | Vacuum pump |
| Mini Vortexer | Vortexer |
| Pump | Water Bath |

** Office equipment consists mostly of:

- Binders
- Manuals
- NO FURNITUR



Appendix B Associated Regulations and Standards

Note: the content of this section is not all-inclusive and is regarded as a reference tool for assisting the Contractor in adhering to the guidelines and regulations. It is the responsibility of the Contractor to ensure that all relevant regulations, guidelines and standards are met as it applies to this scope of work.

If more than one standard meets this criterion, the standard or standards shall be selected using the following order of precedence:

1. Standards prescribed by the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulation;
2. Any standard that has been accepted, developed, approved, prepared, published, and/or maintained by an accredited organization that assumes such responsibility, i.e. the Standards Council of Canada (SCC) (and the standards development organization for the Canadian Standards Association (CSA) of the SCC) and the International Organization for Standardization (ISO);
3. Standard developed by a government organization with regard to a subject area within their jurisdiction (e.g., Health Canada, Transport Canada and Environment Canada);
4. Standard universally accepted by a majority of qualified practitioners.

Regulations, Guidelines and Standards (latest revisions to be used)

Government of Canada

Canada Labour Code Part II: Occupational Health and Safety 2008 plus 2009 amendment
Canada Occupational Health and Safety Regulations (SOR/86-304)
National Building Code 2005
National Plumbing Code 2005
National Fire Code 2005
Treasury Board of Canada Guidelines, Policies and Procedures
Canadian Environmental Protection Act and Regulations 1999

Province of Ontario

Occupational Health and Safety Act and Regulations Including 1990 plus 2009 amendment
Industrial Establishments Regulation (O. Reg. 851) 1990 plus 2009 amendment
Construction Project Regulation (O. Reg. 213/91)
Workplace Hazardous Materials Information System (WHMIS)
Regulations respecting Asbestos on Construction Projects and in Buildings and Repair Operations
Guidelines for Pre-start Health and Safety Reviews, Appendix II (Recognized Standards) (Ministry of Labour, April 2001)
Ontario Building Code 2006
Technical Standards and Safety Act (including applicable standards referenced within) 2000 plus 2009 amendment
Ontario Fire Code 2007
Ontario Electrical Code
Environmental Protection Act and Regulations (2001-2009)
Ontario Electrical Safety Code 2009

All other applicable municipal regulations



APPENDIX "C"

Contract No.
Task Authorization #

TASK AUTHORIZATION FORM

Contractor/Vendor Code:

Attention:
Telephone:
Facsimile:

This Task Authorization Form is issued against Contract # _____, for _____, dated _____ between the Contractor and the Public Health Agency of Canada. All terms and conditions of the contract remain unchanged and are incorporated herein.

The purpose of the Task Authorization Form (TAF) is to identify specific individual service requirements at the costs identified in the referenced contract.

Please refer to the Statement of Work attached hereto for details of the services to be performed.

Contract Amount

Subject to the terms and conditions of the contract and in consideration for the satisfactory performance of the work identified herein, Her Majesty shall pay to the Contractor:

Firm per diem rate of \$ _____ for an estimated level of effort equal to _____ days \$ _____

HST @ 13% \$ _____

For a total sum not to exceed: \$ _____

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

$$(Firm per diem rate / 7.5) \times \text{actual hours worked}$$

Signed,

Contractor' Signature

Delegated Signing Authority Signature

Date

Date



Public Health
Agency of Canada

Agence de la santé
publique du Canada