

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**John Cabot Building**  
**10 Barters Hill, P.O. Box 4600**  
**St. John's**  
**Newfoundland and Labrador**  
**A1C 5T2**  
**Bid Fax: (709) 772-4603**

**Request For a Standing Offer**  
**Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
PWGSC/TPSGC-Nfld Region/Real Property  
John Cabot Building  
10 Barters Hill, P.O. Box 4600  
St. John's  
Newfoundl  
A1C 5T2

<b>Title - Sujet</b> S/O Moving Srvs. - Various NL	
<b>Solicitation No. - N° de l'invitation</b> E0224-140576/A	<b>Date</b> 2013-07-29
<b>Client Reference No. - N° de référence du client</b> Various	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWD-010-5919
<b>File No. - N° de dossier</b> PWD-3-36063 (010)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-14</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chaulk, Patricia	<b>Buyer Id - Id de l'acheteur</b> pwd010
<b>Telephone No. - N° de téléphone</b> (709)772-8357 ( )	<b>FAX No. - N° de FAX</b> (709)772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA JOHN CABOT BLDG 6TH FL. 10 BARTERS HILL P.O.BOX 4600 ST JOHNS Newfoundland and Labrador A1C5T2 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"**

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Solicitation No. - N° de l'invitation

E0224-140576/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwd010

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

Various

PWD-3-36063

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and Security Requirements Checklist any other annexes.

## 2. Summary

Public Works and Government Services requires a Regional Individual Standing Offer for Moving Services. The work under this Standing Offer Agreement includes, but shall not be limited to, the provision of labour, materials, tools, supervision and equipment necessary for the primarily general moving of office equipment and effects and equipment. Other items that may be included are household furniture, warehouse shelving and equipment, laboratory equipment, computers, marine equipment and support effects. The work sites for this Standing Offer are the Avalon Peninsula, St. John's and surrounding areas. Other communities in Newfoundland and Labrador providing Contractor's representation in those areas.

The term for the standing offer is for 2 years, on an "as and when required basis". A standing offer is an agreement and not a contract. The Crown reserves the right to award to more than one contractor.

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

## 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

## 4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (**2013-06-01**) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

**Insert: one hundred and twenty (120) days**

#### 1.1 SACC Manual Clauses

SACC Manual clause M0019T (**2007-05-25**) Firm Prices and/or Rates.

### 2. Submission of Offers

Offers 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 Request for Standing Offers.

### 3. Former Public Servant (M3025T)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a standing offer.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act* R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

*"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.*

*"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.*

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than Five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Newfoundland and Labrador**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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: Financial Offer**

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

### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- 
- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## Section II: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

#### 1.1. Financial Evaluation

1.1.1 SACC Manual clause M0220T (2013-04-25) Evaluation of Price.

1.1.2 Offerors will be evaluated on the basis of the lowest overall total estimated amount (HST Extra). Offerors are required to bid on all line items in the Basis of Payment, or their bid may be considered non-responsive.

### 2. Basis of Selection

2.1 SACC Manual clause M0069T (2007-05-25) Basis of Selection

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list

([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

### **1. Security Requirement**

**1.1.** Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror'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 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

**1.2.** Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

**1.3.** For additional information on security requirements, offerors 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 website.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

**1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

**2.1** The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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

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

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

**2.1.4.** The Offeror 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)

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

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

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(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is two (2) years from date of issuance.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Patricia Chaulk  
Contracting Officer  
Public Works and Government Services Canada (PWGSC)  
Acquisitions Branch  
Real Property Contracting  
P.O. Box 4600  
10 Barter's Hill  
St. John's, NL A1C 5T2  
Telephone: (709) 772-8357  
Facsimile: (709) 772-4603  
E-mail address: Patricia.Chaulk@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Contractor's Representative (*To be completed by Contractor*)

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

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwd010

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

Various

PWD-3-36063

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

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

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

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada (PWGSC).

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*, or an electronic version.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be completed by PWGSC at the time of award) (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (**2012-11-19**), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (**2013-06-27**), General Conditions - Services (Medium Complexity)

- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 11.2 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Site Regulations

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 - Interest on Overdue Accounts, of 2010C (**2013-06-27**), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 4. Proactive Disclosure of Contracts with Former Public Servants (A3025C)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### 5. Payment

#### 5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as per Annex B, Basis of Payment. Customs duties are *included* and Applicable Taxes are extra.

#### 5.2 Limitation of Price

*SACC Manual* clause C6000C (**2011-05-16**) Limitation of Price

#### 5.3 Single Payment

*SACC Manual* clause H1000C (**2008-05-12**) Single Payment

#### 5.4 *SACC Manual* Clauses

*SACC Manual* clause A9117C (**2007-11-30**) T1204 - Direct Request by Customer Department

#### 5.5 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

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## 6. Invoicing Instructions

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

6.2. Invoices must be distributed as follows:

(a) The original and two (2) copies must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7. Insurance

### 7.1 Insurance Requirements (G1001C)

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

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

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

### 7.2 Commercial General Liability (CGL) Insurance (G2001C)

7.2.1. 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.

7.2.2. 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.

## **8. Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

Solicitation No. - N° de l'invitation

E0224-140576/A

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

Various

Amd. No. - N° de la modif.

File No. - N° du dossier

PWD-3-36063

Buyer ID - Id de l'acheteur

pwd010

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

**(16 pages as attached)**

Solicitation No. - N° de l'invitation

E0224-140576/A

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**ANNEX "B"**

**BASIS OF PAYMENT**

**(2 pages)**

**ANNEX "B" BASIS OF PAYMENT****S/O Moving Services - Various Locations, St. John's, NL  
2 Year Term**

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.

**UNIT PRICE TABLE**

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.  
 (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
1	Section 1 Page 1, Item 1	During Regular Hours: 0800-1700 Hours- Monday through Friday				
a		Supervisor	Per hour	200		
b		Driver	Per hour	300		
c		Packer	Per hour	300		
d		Helper/Labourer	Per hour	300		
2	Section 1 Page 1, Item 1	Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays:				
a		Supervisor	Per hour	100		
b		Driver	Per hour	200		
c		Packer	Per hour	200		
d		Helper/Labourer	Per hour	200		
3.a	Section 1 Page 5, Item 13	Transportation 1 ton van ( Internal Moves)	Per hour	200		
b		Truck 18 wheeler ( External moves)	Per hour	200		
c		5 ton truck ( External moves)	Per hour	100		
d		1 ton trailer van (External moves)	Per hour	100		

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit GST/HST extra (PU)	Extended amount (EQ x PU) GST/HST extra
4.a	Section 1, Page 5, Item 13	Tape ( 48mm x 50 m)	Per roll	200		
b		Cartons	2ft x 2ft	2,000		
c		Cartons	4ft x 2ft	1,000		
d		Cartons	6ft x 2ft	200		
e		Cartons	china	50		
f		Cartons	mirror	10		
g		Packing material	Per roll	50		
5.a	Section 1, Page 6, Item 14	Miscellaneous Items				
b		Electrical Work(qualified electrician	Per hour	30		
c		Assemble/disassemble furniture	Per hour	100		
6		Rebate on returned cartons				<b>Rebate</b>
a		Cartons	2ft x 2ft	1,000		
b		Cartons	4ft x 2ft	500		
c		Cartons	6ft x 2ft	100		
d		Cartons	china	25		
e		Cartons	mirror	5		

Note: The Estimated Quantity entered in column five for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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Various

PWD-3-36063

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(3 pages as attached)**

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA  
ASSET AND FACILITIES MANAGEMENT SERVICES  
GENERAL MOVING SERVICES  
STANDING OFFER AGREEMENT**

**Description:** **Standing Offer Agreement - Moving**

**Location:** Avalon Peninsula, St. John's and Surrounding Area  
- Other communities in Newfoundland and Labrador providing Contractor's representation in those areas.

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2. Safety Requirements	1 - 4
3. Appendix "A" - Time Recording / Damage Report	1

## Definitions and Interpretations

The following definitions apply to the work to be directed by the Departmental Representative:

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panelboards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Check/Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting or material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Normal Working Hours</u>	Monday to Friday, between the hours of 0800 hrs and 1700 hrs inclusive, weekends and statutory holidays excluded.

<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
<u>Predictive Maintenance</u>	To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
<u>Preventative Maintenance</u>	To inspect, test and recondition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
<u>Prove</u>	Operate and determine if operation produces intended response.
<u>Remove</u>	Take off or away from.
<u>Repack</u>	Fill with packing again.
<u>Repair</u>	Restore to a sound state.
<u>Replace</u>	Restore by removing old components and replacing with new components.
<u>Report</u>	To Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
<u>Request For Isolation</u>	Authorization form to be complete ( PWGSC-TPSCGC13) Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSCGC12) following the written process for the correct sequence.
<u>Shut Down</u>	Take out of service.
<u>Start Up</u>	Return to service.
<u>Tighten</u>	Securely fix in place.
<u>Torque</u>	A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
<u>Treat</u>	Act upon with agent.

- 1. Description of Services** .1 The work under this Standing Offer Agreement (SOA) includes, but shall not be limited to, the provisions of all labour, materials, tools, supervision and equipment necessary for the primarily general moving of office furniture and effects, and equipment. Also, other items that maybe included are household furniture, warehouse shelving and equipment, laboratory equipment, computers, marine equipment and supporting effects. The moves could be internal within a facility), between two facilities, or, to and from selected storage sites. Large, specialized moves may be required during the term of this Standing Offer Agreement. Provide all services as listed in Item 3.
- 2. Location** .1 Work sites for this Standing Offer Agreement include the following:
- Avalon Peninsula St. John's and Surrounding Area;
  - Other communities in Newfoundland and Labrador providing Contractor's representation in those areas.
- 3. Services to be Performed**
- .1 As and when requested, the Contractor shall respond to "Routine" request for service within two (2) working days of being notified by the Departmental Representative.
- .2 The contractor must responded to a "request for service" within 4 hours for scheduling of internal moves and / or special circumstances; such as ceremonial services, special events, security issues, etc..
- .3 Service is to be provided on an "as, and when requested" basis only.
- .4 The Contractor shall contact the Departmental Representative to obtain a job requisition number.
- .5 The Contractor shall register with the on-site Representative on entering and leaving the premises where applicable.
- .6 Contractor must have a staffed office at all times during normal business hours.
- .7 On award of the Standing Offer Agreement, the Contractor must provide the names of trained personnel performing work on this contract.
- .8 Meet with Public Works and Government Services Canada's Representative and/or client department representative to carry out all necessary arrangements to execute the moving of office furniture, equipment and/or effects.

- .9 Walk through with the Client and/or PWGSC Representative prior to a move to determine the scope of work and the existing condition of all office furniture, equipment and effects.
  - .10 Arrange for use of elevators either with Public Works and Government Services Canada staff in managed facilities, or the appropriate landlord in leased facilities. If costs are incurred for use of elevators in leased facilities, the contractor will pay the landlord and Public Works and Government Services Canada will reimburse the contractor provided the contractor provides proof of such charges.
  - .11 Arrange for suitable hours to carry out the move with the appropriate client department.
  - .12 Where a move requires specialized services or equipment (i.e. Low beds, cranes, etc.), the approval of Public Works and Government Services Canada must be obtained prior to initiation of such moves. This includes approval of sub-contractor and dollar value.
  - .13 For moves where damages or losses have incurred, as a result of negligence by the Contractor resources, the Contractor shall:
    - .1 Be responsible for repairs or replacements.
    - .2 Satisfy the Client and PWGSC Representatives that all replacements or repairs are met.
  - .14 PWGSC may holdback percent adjustments payments to reflect all liquated damages occurred until repaired or replacement to the Representatives satisfaction.
  - .15 On the completion of all moves, a Representative of the Client Department requesting service, must sign the "Time Recording / Damage Report", Appendix "A" .
  - .16 Hours of work will commence when resources and materials are at the job site. Lunch and supper hour breaks are not billable to the Crown.
  - .17 Public Works and Government Services Canada will pay for vehicle/driver proceeding to and returning from the job site.
  - .18 As required, disassemble and/or assembly furniture. Disconnect and/or connect electrical equipment using Licenced electrical trdesperson.
- 4. Invoicing**
- .1 The Contractor shall submit job slip(s) signed by the Departmental Representative with the invoice. No invoice will be considered for payment unless accompanied by signed time recording / damage report as detailed in Appendix "A".

- .2 Invoice must show:
- .1 Contract number
  - .2 Work location
  - .3 Date
  - .4 Requisition number
  - .5 Name of person who authorized call
  - .6 Total person hours and equipment hours
  - .7 Total cost as per Unit Price Table
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
6. Examination .1 Examine the existing conditions and determine those conditions affecting the work.
6. Site Visits .1 The Departmental Representative may, without prior notification, visit the site.
7. Departmental Representative(s) Authorized Personnel .1 The Contractor will be notified of; on award of the Contract, the name and phone number of the PWGSC Departmental Representative(s).
8. Codes and Legislated Requirements .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract.
- .1 National Building Code of Canada.
  - .2 Part II of the Canada Labour Code.
  - .3 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
  - .4 Fire Commission of Canada #301 Standard for Building Construction Operations.
  - .5 Canadian Environmental Protection Act.
  - .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
  - .7 Canadian Electrical Code, Part I, CSA C22.1.
  - .8 Contractors "Electrical Safety Requirements" document. Which must include Lockout Procedures. \*
- \*The Contractor is required to include all other General Requirements, Codes and Legislative for the Municipal, Provincial and Federal Requirements, Public Works and Government Services Canada does not warrant the adequacy of the the Contractors Procedures and advise that this does not replace the cited Codes and Standards.

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

- .9 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .10 In the event of a conflict between any of the above codes or standards the most stringent shall apply.

**9. Existing Services**

- .1 Protect and maintain existing active services.
- .2 Connect to existing services, with minimum disturbance to occupants and building operation.
- .3 Use existing services at no cost.
- .4 Use designated sanitary facilities.
- .5 Any equipment required to be shutdown during normal working hours must first be approved by the Departmental Representative or his designate. Normal working hours shall be construed as 0730 hours to 1800 hours, Monday through Friday inclusive, excluding holidays.
- .6 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.

**10. Cleaning**

- .1 Maintain work area free of accumulated waste and rubbish.
- .2 Remove and dispose of debris, on a daily basis. Disposal of used and obsolete materials to be directed by PWGSC Representative.
- .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by contract work.

- 11. Coordination and Protection**
- .1 Execute work with minimum disturbance to occupants, public, and normal use of the facility. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
  - .2 Protect existing property from damage.
  - .3 All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of work.
  - .4 The Contractor shall be responsible for repairing any and all damage caused by movement of equipment, furniture, work method or materials during the execution of the work. All repairs shall be carried out to the satisfaction of the Departmental Representative and at no cost to the Department.
- 12. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are
    - .1 Classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
    - .2 The Contractor shall submit for approval, the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
    - .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
    - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times that the controlled products are on site.
- 13. Materials and Equipment**
- .1 Equipment and materials to be CSA certified, and manufactured to standard quoted.
  - .2 Use only materials, equipment and products that have been approved by the Departmental Representative for work under this contract.
  - .3 Do not store materials on-site without Departmental Representative's approval.
  - .4 Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on-site.

- 14. Personnel**
- .1 The Contractor will provide only trained personnel to work on all aspects of this contract.
  - .2 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal owned or occupied facilities.
- 15. Work Done by Other Means**
- .1 This Contract does not create an exclusive right of the Contractor to perform any or all the work which might be required. The Department reserves the right to have any work done by other means.
- 16. Workmanship**
- .1 All work shall be performed by skilled persons and supervised by a competent supervisor at all times.
  - .2 Replace all unsatisfactory work without extra cost.
- 17. Site Security**
- .1 Site security is the responsibility of the Contractor. Temporary site enclosures, barricades and fencing shall be erect to prevent unauthorized entry, pilferage and vandalism if required.
  - .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.

- 18. Security Clearance**
- .1 The required security clearance level for this Contract is Reliability Status.
  - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until the resources (i.e.: "personnel") have the necessary clearance.
  - .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in Canada.
  - .4 The Contractor shall follow the instructions at the website: <http://www.ciisd.gc.ca/text/ps/pss-e.asp>, which includes all necessary forms.
- 19. Meetings**
- .1 On notification from Public Works and Government Services Canada, attend meetings at the work site as required.

1. **Compliance Requirements**
  - .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
    - .1 The National Building Code of Canada, Part 8.
    - .2 The National Fire Code of Canada.
    - .3 Provincial Workers Compensation Board.
    - .4 Municipal Statutes and Ordinances.
  - .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
  - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
  - .1 Prior to Award The Successful Bidder/Tenderer to provide (within seven (7) calendar days after closing):
    - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
    - .2 A letter of good standing from Worker's Compensation Board.
    - .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
    - .4 Before Work Begins Contractors shall provide :
      - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
  - .1 Before Work Begins The Successful Bidder/Tenderer are to provide documentation:
    - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
    - .2 Training for workers shall include (but not limited to)
      - .1 Safe operation of tools and equipment.
      - .2 Proper use and maintenance of personal protective equipment (PPE).
      - .3 Safe work practices and procedures for their given work tasks or function.
      - .4 Site conditions and minimum site safety rules.

4. **Asbestos**
- .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
  - .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.
5. **Fastening Devices Explosive Actuated**
- .1 Explosive actuated devices shall not be used, until approved by Departmental Representative.
6. **Hot Work**
- .1 All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit).
  - .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
  - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
7. **Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
    - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
  - .4 The Contractor to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
  - .5 The Contractor to have a hazard assessment of the confined space performed.
    - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.

- 8. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
  - .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
  - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 9. Safety Plan**
- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Departmental Representative shall advise the Contractor where the Federal Standards apply.
  - .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Departmental Representative upon request.
  - .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
  - .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
  - .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
  - .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
  - .7 Shall ensure that all applicable personal protective equipment (PPE) is used.

- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement/Service Contract.
- 10. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 11. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

Requisition # \_\_\_\_\_

Client Department: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Move: \_\_\_\_\_ Number of Persons: \_\_\_\_\_

Number of Vans: \_\_\_\_\_ 5 ton truck: \_\_\_\_\_

Note: Lunch or dinner hour are not to be included in hours worked.  
Parts A - H to be completed by client department.

		<u>Hours Worked</u>	<u>Total Hours</u>
(A)	Supervisor	_____	_____
(B)	Number of drivers	_____	_____
(C)	Number of helpers	_____	_____
(D)	Number of packers	_____	_____
(E)	Time of arrival	_____	
(F)	Time of departure	_____	
(G)	Number of cartons returned	_____	
(H)	The following items have been either damaged or misplaced:		

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of moving company representative: \_\_\_\_\_

Signature of client department representative: \_\_\_\_\_

**This form must accompany invoice before payment will be made.**

One copy to be retained by client department.

Note: This form must be signed by the Client Departmental representative and returned to Public Works and Government Services Canada within ten (10) days of completion of work.

Contract Number / Numéro du contrat  
**E0224-140576**  
 Security Classification / Classification de sécurité  
**Unclassified**

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

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>PWGSC</b>		2. Branch or Directorate / Direction générale ou Direction <b>AFMS</b>	
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 <b>General Moving of office equipment, lab equipment, warehouse equipment and household items.</b>			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquez le type d'accès requis			
6. 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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. 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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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 type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to / Limité à : <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays :		Restricted to / Limité à : <input type="checkbox"/> 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 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"/>	

Security Classification / Classification de sécurité

Contract Number / Numéro du contrat  
**EO224-140576**  
 Security Classification / Classification de sécurité

**9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?**  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
 If Yes, indicate the level of sensitivity. / Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non  Yes / Oui

**9. Will the supplier require access to extremely sensitive INFOSEC information or assets?**  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
 Document Number / Numéro du document:

No / Non  Yes / Oui

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

<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<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 unscreened personnel be used for portions of the work?**  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
 If Yes, will unscreened personnel be escorted? / Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**11. b) Will the supplier be required to safeguard COMSEC information or assets?**  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  
 No / Non  Yes / Oui

**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 / Non  Yes / Oui

**11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?**  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  
 No / Non  Yes / Oui

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

Security Classification / Classification de sécurité



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 inscrites dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Division Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COMSEC Top Secret / COMSEC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien (électronique)																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée "Classification de sécurité".
12. b) Will the document 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).