

## **Annex “A” – Statement of Work**

Moving Services in connection with the move of

### **National Energy Board**

**From:**

**444 – 7<sup>th</sup> Ave SW  
Calgary, AB**

**And From:  
606 - 4<sup>th</sup> St SW  
Calgary, AB**

**To:**

**Center 10  
517 – 10th Ave SW (Center 10)  
Calgary, AB**

## **1 General**

### **1.1 General statement of requirement:**

- 1.1.1 Scope of work of this Contract is the move of National Energy Board (NEB) from two existing locations to new premises to Centre 10 (517 10<sup>th</sup> avenue SW, Calgary, Alberta) and includes, but is not limited to, the provision of all labour, material, equipment and tools for following work:
  - 1.1.1.1 Moving the packaged desk contents and contents to be packed by NEB of approximately 470 people (allow 2500 plastic bins (minimum capacity 3 cubic foot) with security zip-tags)
  - 1.1.1.2 Moving the personal computers of approximately 470 people using computer carts with casters and resealable computer bags.
  - 1.1.1.3 Disconnecting, moving, and assembly of approximately 8 system furniture workstations (note: electrical connections and disconnections by others). Mover must arrange to have this work done by a firm licensed by the furniture supplier, Teknion.
  - 1.1.1.4 Disassembly, move, and assembly of approximately 135 free standing office suites.
  - 1.1.1.5 Disassembly, move and assembly of approximately 200 tables.
  - 1.1.1.6 Disassembly, move, and assembly of approximately 20 free standing executive office suites (each with desk, credenza, bookcases, and side tables).
  - 1.1.1.7 Moving 20 microfiche cabinets.
  - 1.1.1.8 Moving approximately 1200 chairs.
  - 1.1.1.9 Moving approximately 200 bays of shelving (including dismantle and reassembly in new locations).
  - 1.1.1.10 Moving approximately 30 large cabinets
  - 1.1.1.11 Moving approximately 450 file cabinets and 200 bookcases.
  - 1.1.1.12 Moving the contents of Room 3146 at current premises consisting of coats, heavy uniforms, large suitcases and bags.
  - 1.1.1.13 Moving the contents of Room 3084 at current premises. Small contents of this room, if any, will be packed by others into bins.

- 1.1.1.14 Moving the contents of Room 544 at 606 4<sup>th</sup> St SW. Small contents of this room, if any, will be packed by others into bins.
- 1.1.1.15 Moving approximately 100 wardrobes.
- 1.1.1.16 Moving all bulletin boards, tack boards. Whiteboards, pictures, paintings and posters and rehangng these items at new location where directed by Departmental Representative.
- 1.1.1.17 Within Central Records the following items are to be moved:
  - 1.1.1.17.1 Large shredding machine
  - 1.1.1.17.2 Map scanning equipment
  - 1.1.1.17.3 Large Map cabinets
- 1.1.1.18 Within Central Records, the following items will be moved by others and are excluded from this RFP:
  - 1.1.1.18.1 Postage Machine (Neopost will move)
  - 1.1.1.18.2 Envelope Printer (Pitney Bowes will move)
  - 1.1.1.18.3 Paper Folder (Pitney Bowes will move)
- 1.1.1.19 The following work is not included in the scope of the mover. NEB will engage the services of a different mover to pack and move these contents prior to the weekend of the move. Where applicable, this same mover will unpack and install these contents onto shelving after the weekend of the move.
  - 1.1.1.19.1 All files and binders in Human Resources File Room.
  - 1.1.1.19.2 All files and binders in Central Records and Secondary File Area beside Central Records.
  - 1.1.1.19.3 Any files and Binders in Basement Storage area.
  - 1.1.1.19.4 All books and binders and other contents in the Library.
- 1.1.2 All items will be moved from existing location at 444 - 7th Ave SW (Main to 6<sup>th</sup> floor), Calgary, AB and 606 4<sup>th</sup> St SW (4<sup>th</sup> and 5<sup>th</sup> floor) to new office space at Centre 10 at 517 – 10<sup>th</sup> Ave SW, Calgary, AB.
- 1.1.3 The Move Contractor should assume for the purposes of this Contract, that he will have exclusive use of 4 elevators at 444 7<sup>th</sup> avenue, 2 elevators at 606 4<sup>th</sup> St SW and 4 elevators (including the freight elevator) at 517 10<sup>th</sup> avenue SW.
- 1.1.4 Refer to Appendix A and B for the existing and new location of some, but not all, moved contents. The proponent shall base his proposal on the quantities above, and not the drawings, where applicable.

## 2 Schedules

**2.1 Planning Schedules:**

- 2.1.1 Estimated Date of Contract Award – on or before November 30, 2013
- 2.1.2 Start-up meeting with Project Team – on or before December 7, 2013
- 2.1.3 Submission of Move Plan – on or before January 15, 2014
- 2.1.4 PWGSC/NEB review of Move Plan – on or before January 31, 2014.
- 2.1.5 Final submission of Move Plan – on or before February 15, 2014
- 2.1.6 Move meeting with Project Team – on or before February 20, 2014
- 2.1.7 Move Meeting with Project Team – on or before March 20, 2014
- 2.1.8 Final Move Meeting with Project Team – on or before April 14, 2014

**2.2 Final Move Schedules**

- 2.2.1 All moves will occur over three weekends in June 2014.
- 2.2.2 **Phase 1 - June 6-8, 2014**
  - 2.2.2.1 Staff from various locations of current premises will move to the Floor 3 of Centre 10.
  - 2.2.2.2 Staff from 606 4<sup>th</sup> St SW will move to Floor 3 and 5 of Centre 10.
  - 2.2.2.3 Central Records move from the current premises to Floor 2 of Centre 10.
- 2.2.3 **Phase 2 - June 13-15, 2014**
  - 2.2.3.1 Staff from various locations of current premises will move to Floor 2 of Centre 10
  - 2.2.3.2 Staff from various locations of current premises will move to Floor 5 of Centre 10
  - 2.2.3.3 Library will move from main floor of current premises to Floor 2 of Centre 10
- 2.2.4 **Phase 3 - June 20-21, 2014**

- 2.2.4.1 Staff from various locations of current premises will move to Floor 4 of Centre 10

### **2.3 Weekend Schedule (for each of the 3 phases):**

- 2.3.1 Delivery of bins to floor of existing premises by Wednesday, noon.
- 2.3.2 The mover will be granted access to start the move at 3PM on the Friday and all work must be complete by 5PM on the Sunday.
- 2.3.3 Personal computers are to be moved earliest in the course of each phase to facilitate reconnection by Client's IT personnel.
- 2.3.4 Pick up empty bins on Wednesday 10AM at Centre 10.

## **3 Move Management:**

### **3.1 Planning Work Items:**

- 3.1.1 Review all existing conditions to determine conditions that may effect the move, access, clearances, etc. If there are conditions that indicate more work is required, advise the Departmental Representative immediately.
- 3.1.2 Make arrangements with Landlords to book elevators and loading docks.
- 3.1.3 Prepare layout drawings to post in new premises to indicate exact location of the furniture in each room.
- 3.1.4 Prepare a Move Plan outlining how move will take place. Forward to Departmental Representative for review.
- 3.1.5 Prepare a safety plan. Forward to Departmental Representative for review.
- 3.1.6 Make changes as requested by Departmental Representative and resubmit Move Plan.
- 3.1.7 Set up room numbering system and tagging system.
- 3.1.8 Provide info to tenants on how to pack their belongings, what type of things cannot be packed, etc.
- 3.1.9 Establish, chair and minute planning meetings with PWGSC and NEB to discuss move arrangements.

### **3.2 Detailed Physical Work Items:**

- 3.2.1 Provision of stackable plastic bins and security zip-tags.
- 3.2.2 Provision of computer carts and resealable plastic bags for computer accessories.

- 3.2.3 Move filled plastic bins and other contents from current workstations to elevator lobby.
- 3.2.4 Dismantle all workstation components, shelving screens, furniture at existing premises. Wrap and pack components for shipping. Move furniture to elevator lobby.
- 3.2.5 Hang elevator protection, lock off elevators.
- 3.2.6 Protect elevator jamb finishes location.
- 3.2.7 Load elevator cars in accordance with Landlord's requirements. Do not exceed loading capacity of elevators.
- 3.2.8 Unload elevator cars at loading dock floor.
- 3.2.9 Move filled plastic bins, furniture and other contents from elevator lobby to loading dock.
- 3.2.10 Load filled plastic bins, furniture and other contents into trucks.
- 3.2.11 Transport the filled plastic bins, furniture and other contents to Centre 10.
- 3.2.12 Unload filled plastic bins, furniture and other contents from trucks to loading dock at Centre 10.
- 3.2.13 Move filled plastic bins, furniture and other contents from loading dock to elevator lobby.
- 3.2.14 Hang elevator protection, lock off elevators.
- 3.2.15 Protect elevator jamb finishes at new location.
- 3.2.16 Load elevator cars in accordance with Landlord's requirements. Do not exceed loading capacity of elevators.
- 3.2.17 Unload elevator cars at tenant floor.
- 3.2.18 Unpack components for furniture and assemble furniture at new premises. Install electrical harnesses in existing workstations. Electrical connection to pacpoles or wall outlets will be arranged by PWGSC Departmental Representative.
- 3.2.19 Move filled plastic bins, computer carts and other contents from elevator lobby to new workstations.
- 3.2.20 Pick up empty plastic bins and plastic bags.

3.3 Work not included in Contract:

- 3.3.1 Loading personal contents into bins.
- 3.3.2 Disconnecting computers at workstation and loading computer accessories into plastic bag.

- 3.3.3 Emptying the personal contents from the bins.
- 3.3.4 Emptying the plastic bags.
- 3.3.5 Setting up computers at new premises.
- 3.3.6 Disconnect electrical from electrified workstations.
- 3.3.7 Moving books, periodicals, binders and other contents from the Law Library or the main library (however moving the empty library shelving systems is in contract).
- 3.3.8 Moving files in Central Records, Human Resources, and other areas (however moving some empty file shelving systems is in contract).
- 3.3.9 Moving microfiche (however, moving the empty microfiche cabinets is in contract).
- 3.3.10 Disconnecting or moving the following equipment:
  - 3.3.10.1 AV equipment
  - 3.3.10.2 Servers, UPS or other LAN room equipment.
  - 3.3.10.3 Photocopiers, faxes and printers.
  - 3.3.10.4 Shredders
  - 3.3.10.5 Print shop equipment.

#### 4 Other Requirements:

##### 4.1 General:

- 4.1.1 The Move Contractor is responsible to read the tender documents in whole and not in part. It is assumed that by accepting the awarded contract, all items included in the tender documents are included in the price stipulated.
- 4.1.2 The Move Contractor is to limit his operations to areas of work designated for move only and not interfere with the operations of other tenants or obstruct access to and from other tenant spaces.
- 4.1.3 The Move Contractor shall work in the hours specified within this document and shall bring in adequate staff and work as much overtime as required to complete the work within these hours. Additional costs for more staff or more overtime hours will not be entertained.
- 4.1.4 The Move Contractor shall properly assess the magnitude of the work and mobilize sufficient flat dollies, panel dollies, furniture pads and tools (drills, bars, levels, etc.) to meet any reasonable demand, circumstance or situation.
- 4.1.5 The Move Contractor mover will control the work of the movers and will direct and supervise the work to ensure conformance with the Contract Documents.

- 4.1.6 The Move Contractor will designate a representative at each location the movers are working that the Departmental Representative and NEB can go to in case of emergency or issues. This person shall have a cell phone and must be on call \while the Move Contractor's staff are working.
- 4.1.7 It is recommended that the movers visit all sites to ascertain conditions that can affect their work. PWGSC will not accept extra costs for site conditions that could have been reasonably foreseen prior to tender close.
- 4.1.8 Make arrangements with Landlords to schedule work, book elevators and loading docks. Conform to the Landlord's requirements for access, security and work authorization permits as required.
- 4.1.9 Locate all furniture in accordance with the attached drawings without blocking switches, mechanical grilles. Leave all desks and tables about 100mm away from walls with outlets. Locate furniture to provide minimum interference and maximum useable space. Inform Departmental Representative and obtain direction in case of conflicts.
- 4.1.10 Handle and store moved materials in a manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable. Store boxes with labels or tags exposed.
- 4.1.11 Comply with all building rules and regulations.
- 4.1.12 Remove waste material and trash including floor plan layouts and informational drawings at the end of each phase. The Landlord's waste baskets and bins are not to be used by the Move Contractor. The Move Contractor shall gather all wrappings, tags and other waste materials and pack all waste and remove prior to leaving the site.
- 4.1.13 Smoking is not permitted inside any of the buildings.
- 4.1.14 Parking is not permitted at either site for personal vehicles.
- 4.1.15 The Move Contractor shall not leave any item unattended throughout the move process.

4.2 Safety:

- 4.2.1 Assume responsibility for the safety of all workers during the work of this contract. The construction at the new premises will be substantially complete, so there will be no General Contractor responsible for safety at the new premises.
- 4.2.2 The construction will be substantial complete, so hardhats and work boots are not a requirement for the move at any of the locations.



- 4.2.3 Take reasonable precautions in the use of loading docks, elevators, scissor lifts and platforms at Landlord's premises and use this equipment in strict conformance with the Landlord's requirements.

4.3 Protection of finishes:

- 4.3.1 Take all reasonable precautions against accidental damage to any building fixtures, including (but not limited to) walls, windows, client property etc.

4.4 Post phase walk-through

- 4.4.1 Provide personnel in sufficient numbers the Monday morning immediately following each Phase of the move to participate in a "post move" during which deficiencies of the move will be addressed.
- 4.4.2 The Mover will assume liability for any damage to Client property that is attributable to the negligence, whether intended or unintended of his employees and representatives

4.5 Quality

- 4.5.1 In-process quality inspections: the Mover shall implement controls that will help prevent delivery of items to the wrong location.

4.6 Changes

- 4.6.1 Changes to the scope of work shall be documented with a Change Order, approved by the Contracting Authority, PWGSC. The Mover shall not proceed with work beyond the original scope without an approved change order in place.

4.7 Security

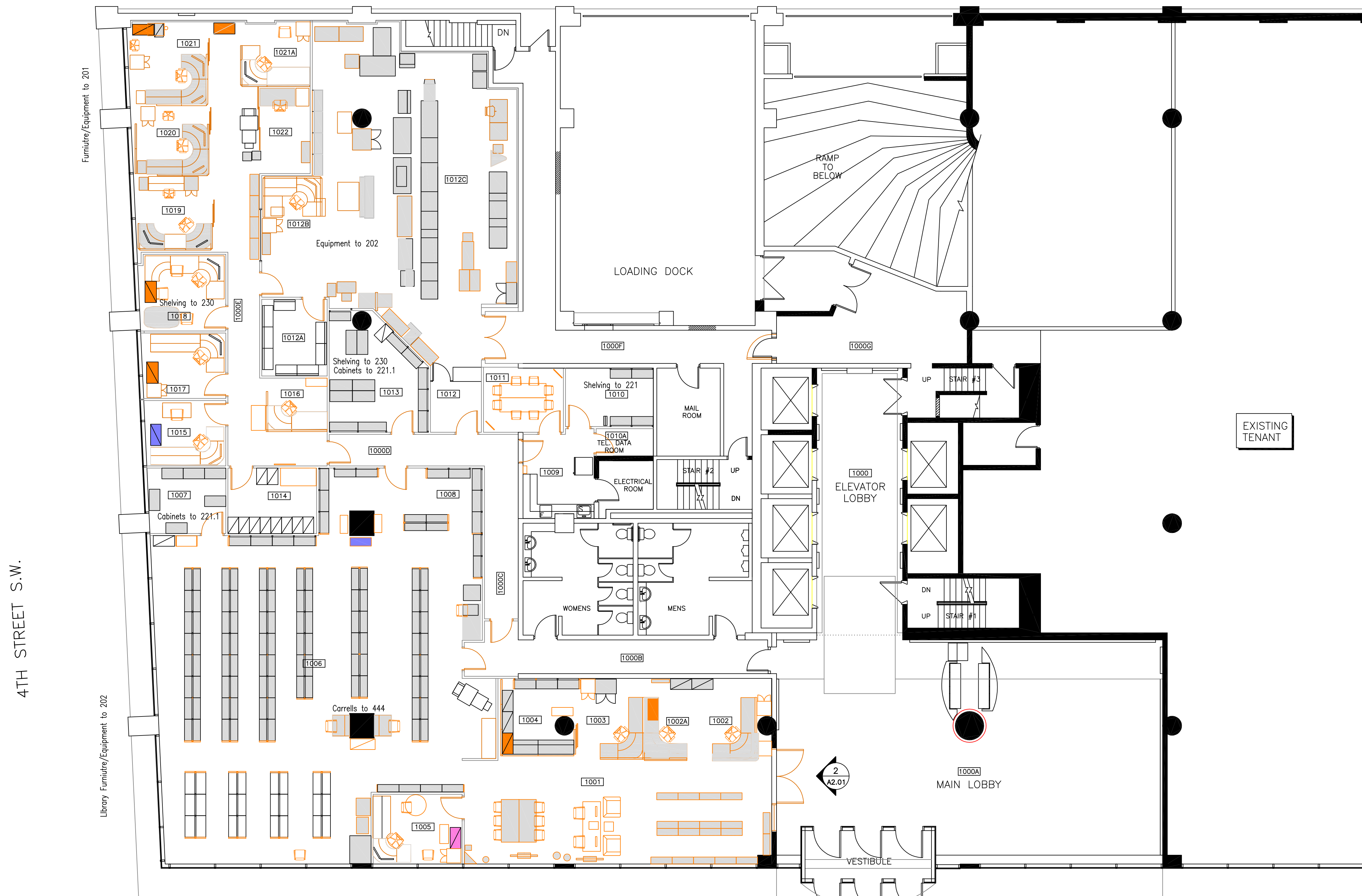
- 4.7.1 All workers shall have ID badges visible.
- 4.7.2 Security clearances are not required for this contract.

Appendix A Floor Plans at Existing Premises

Appendix B Floor Plans at Centre 10

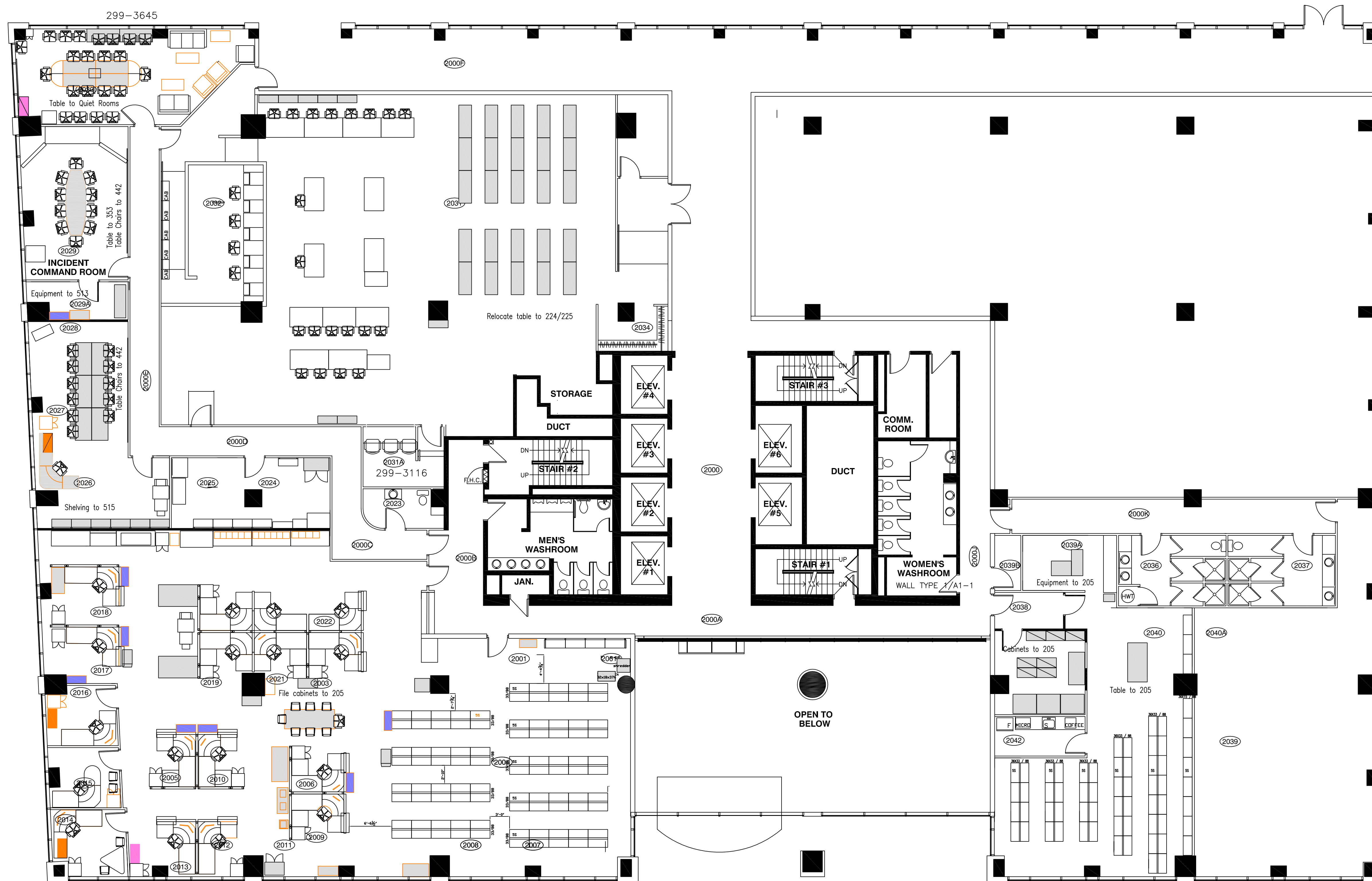
Appendix A /  
Annexe A

Floor Plans at Existing Premises /  
Planss d'etage dex locauz acurels



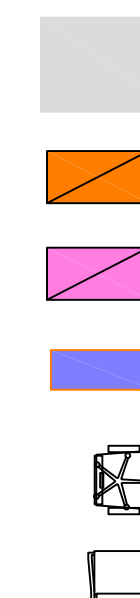
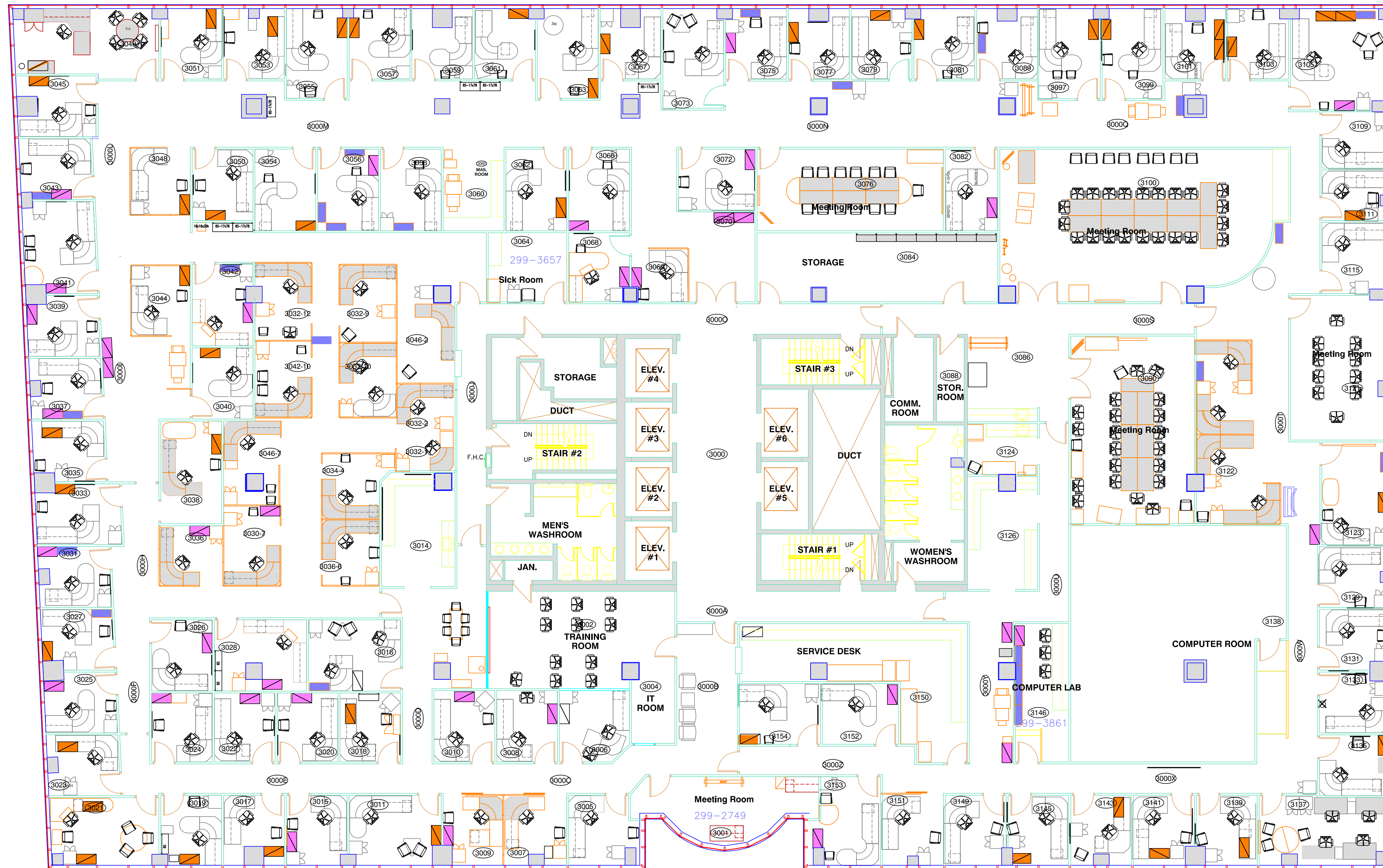
All existing desk chairs shall be relocated to new assigned staff locations.  
 All 2 and 4 drawer lateral file cabinets, Inertia guest chairs and bookcases will be relocated.  
 Existing library, and print shop furniture shall be relocated unless not shown hatched.  
 Existing furniture shown 'shaded' shall be relocated.

Move Legend	
	Furniture element to be moved
	2 dr. lateral to be moved
	4 dr. lateral to be moved
	Bookcase to be moved
	Deskchair to be moved
	Inertia Chair to be moved





6A



NATIONAL ENERGY BOARD  
CALGARY, ALBERTA  
3rd FLOOR, Existing Furniture R2)

1:150  
2013-009-09

12-022







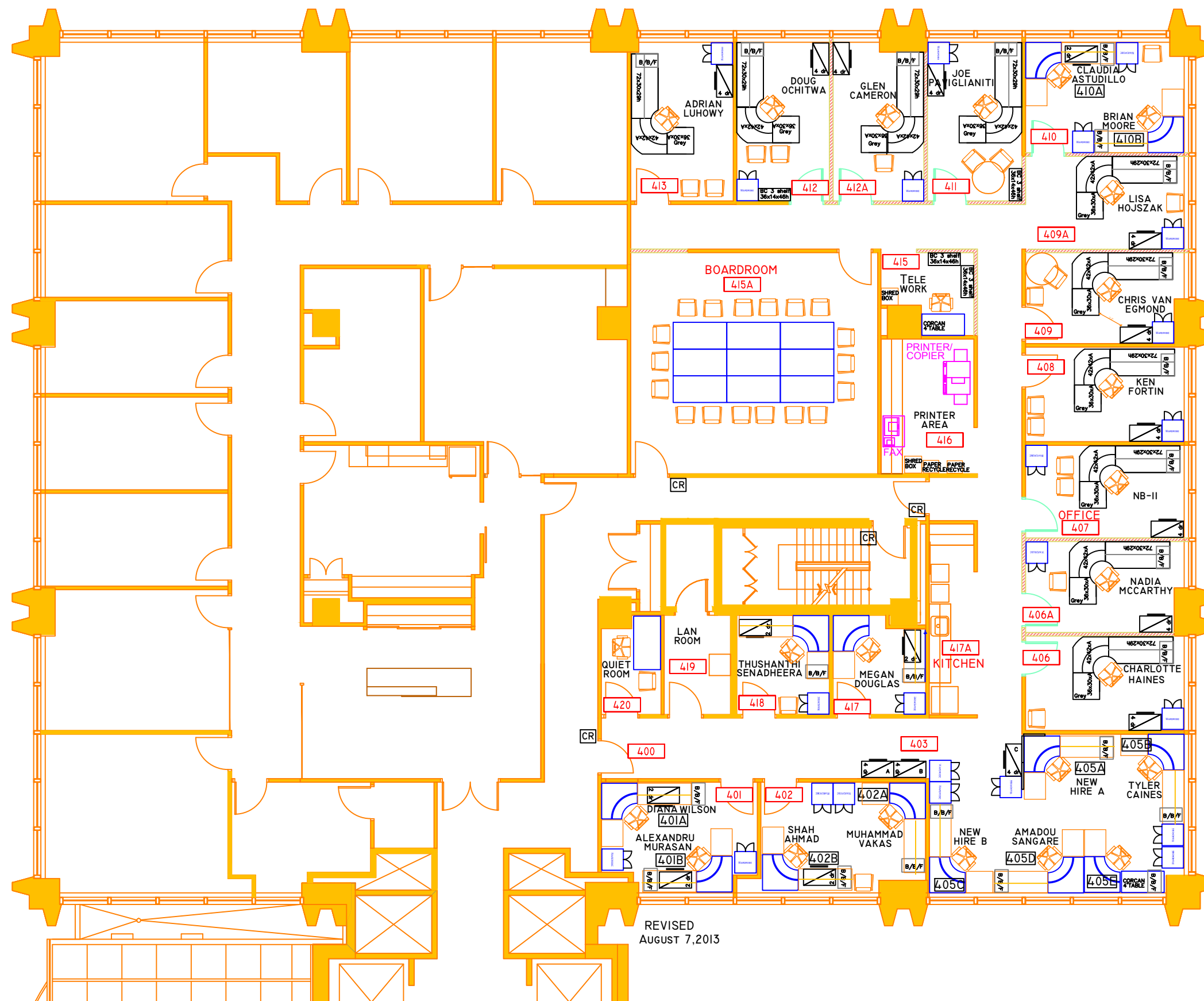
### Move Legend

- Furniture element to be moved
- 2 dr. lateral to be moved
- 4 dr. lateral to be moved
- Bookcase to be moved
- Deskchair to be moved
- Inertia Chair to be moved

All existing desk chairs shall be relocated to new assigned staff locations.  
 All 2 and 4 drawer lateral file cabinets, Inertia guest chairs and bookcases will be relocated.  
 'Maple' workstations shall be relocated to new offices.  
 Available: 30x24/42 corner/60x24: Left hand 5  
 Available: 42 corner/60x24: Right hand 7  
 Available: Maple 43 corners: 4, 60x24 returns 4  
 Other furniture shown shaded' is to be relocated.

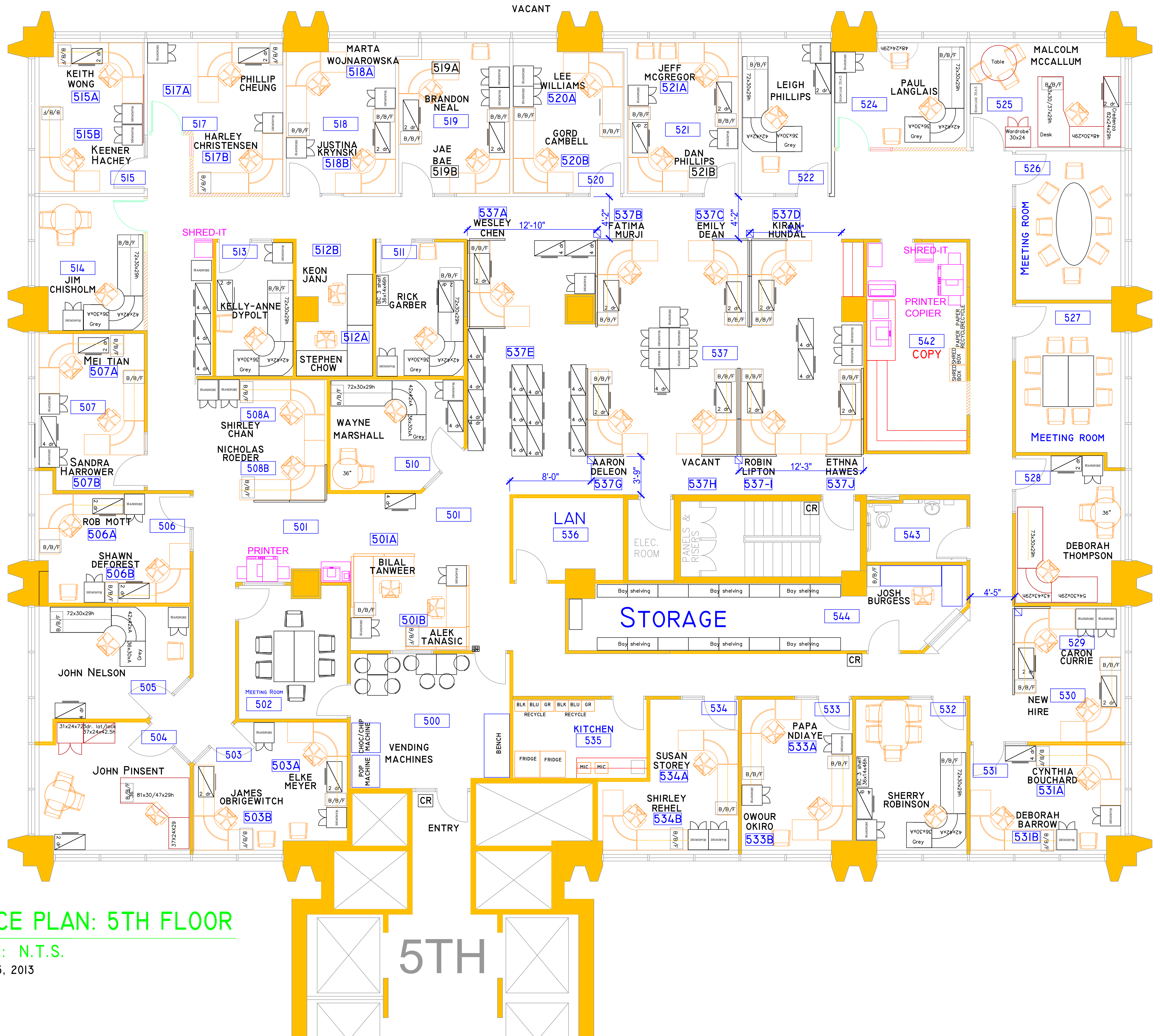






SPACE PLAN: 4TH FLOOR  
SCALE: N.T.S.





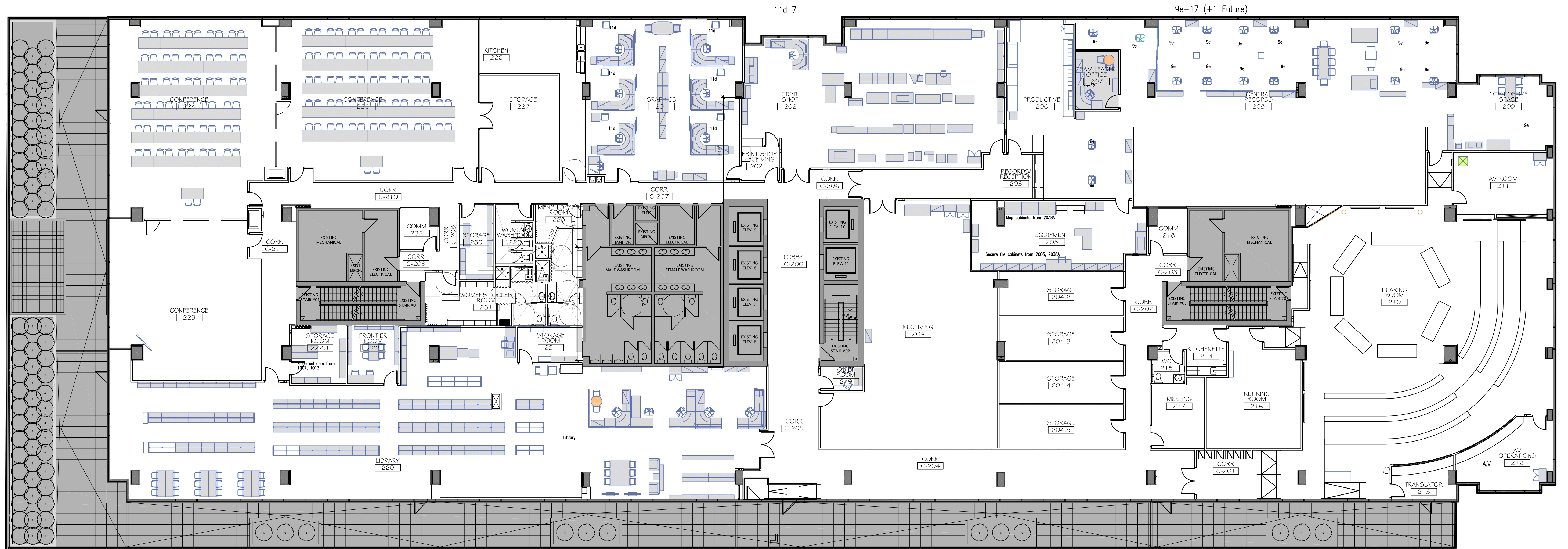
## AUGUST 13, 2013

# 5TH

Appendix B/  
Annexe B

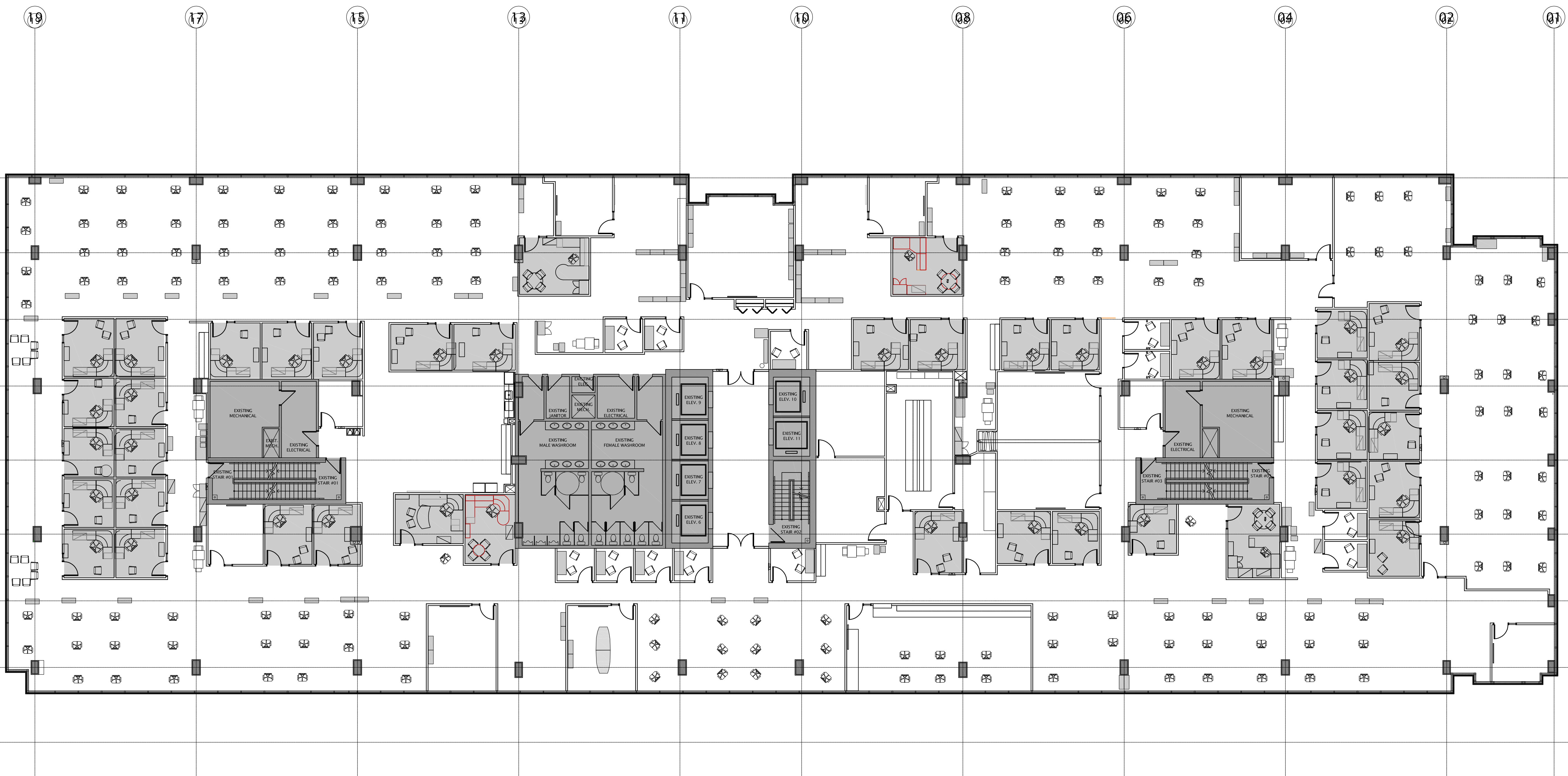
Floor Plans at Centre 10 /  
Plans d'etage du Centre 10





All existing desk chairs shall be relocated to new assigned staff workstation locations.  
 Grey shaded areas indicate locations to where existing furniture will be relocated.  
 All 2, 3 and 4 drawer lateral file cabinets, Inertia guest chairs, 60 & 48x24 laminate tables (quiet room), shared office equipment, maple flip top tables and book cases will be relocated,





All existing desk chairs shall be relocated to new staff assigned positions  
Hatched areas indicate locations where existing furniture is proposed for reuse/relocation.  
'Maple' workstations shall be relocated to 36 offices. 'Executive' suites shall be relocated to 5 offices.  
All 2 drawer and 4 drawer lateral file cabinets, Intertia guest chairs, 60 & 24x24 laminate tables (quiet rooms),  
shared office equipment, flip top maple tables and all bookcases will be relocated.





All existing desk chairs shall be relocated to new assigned staff locations.  
Hatched areas indicate locations where existing furniture is proposed to be relocated  
Existing 'maple' office suites will be relocated to 36 offices, existing 'executive office suites  
will be relocated to 13 offices. All 2 drawer and 4 drawer lateral file cabinets, Inertia  
guest chairs, 60 x24&48 laminate tables (quiet rooms), bookcases, shared office equipment and  
flip top maple tables will be relocated.

