

**MANDATORY REQUIREMENTS, RATED REQUIREMENTS
AND SELECTION METHOD**

To meet the requirement described herein, the experience of the Bidder must be for work carried out of similar size and scope in which the Bidder itself was under contract with another organization,

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

1.0 MANDATORY REQUIREMENTS

At bid closing time, the Bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance.

Any proposal which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration.

VERY IMPORTANT: Each requirement should be addressed separately and in detail.

No	Mandatory Requirement	Page No in Proposal
MR1	Bidder's Profile Bidder MUST provide with their Proposal a detailed Bidder Profile including the following information: <ul style="list-style-type: none">• legal and operating company name and address;• year of incorporation, registration, etc.;• number of full-time and part time employees;• name of principle(s) of company;• telephone/fax number; and• Procurement business number	
No	Mandatory Requirement	Page No in Proposal
MR2	Bidder's Experience - Relocating Industrial Machinery and Equipment Bidder MUST have experience in moving and relocating industrial machinery and equipment. Please provide a list of at	

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	<p>least two (2) projects that are similar in size, scope and complexity, completed within the past seven (7) years to substantiate the above.</p> <p>For a project to qualify, it MUST involve ALL of the following conditions:</p> <ul style="list-style-type: none"> • phased, multiple moves; • the relocation of heavy machinery; and • the relocation of industrial equipment; <p>A table-style format MUST be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> • name of the project; • summary description of the services provided, addressing each of the qualifying conditions above, the sequencing of individual moves, the total number of people moved, as well the objective(s) and outcome(s) for the project; • duration of the project -start and completion dates; • dollar value of the project; • name and brief description of the client organization; and • Client reference including name, title and telephone number. <p>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</p>	
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No	Mandatory Requirement	Page No in Proposal
MR2	<p>Bidder's Experience – Disassembly, Assembly, Rigging and Handling of Heavy Machinery and Industrial Equipment</p> <p>Bidder MUST have experience in disassembly and assembly of heavy industrial equipment and machinery. Please provide a substantial list of at least two (2) projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>For a project to qualify, it MUST involve the following conditions:</p> <ul style="list-style-type: none"> • the disassembly and assembly of heavy industrial equipment and/or machinery; and • the use of rigging and material handling equipment to facilitate 	

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	<p>an industrial move (i.e., forklifts, cranes).</p> <p>A table-style format MUST be used to capture BOTH projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> • name of the project; • summary description of the services provided, addressing the methodology and process utilized to disassemble and assemble industrial equipment and machinery as well the objective(s) and outcome(s) for the project. • duration of the project -start and completion dates; • dollar value of the project; • name and brief description of the client organization; and • client reference including name, title and telephone number. <p>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</p>	
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No	Mandatory Requirement	Page No in Proposal
MR3	<p>Bidder's Project Manager's Experience</p> <p>The Bidder's Project Manager MUST have experience managing moves involving heavy industrial equipment and machinery. Please provide a list of at least two (2) move projects that are similar in size, scope and complexity completed within the past seven (7) years to substantiate the above, managed by the proposed Bidder's Project Manager.</p> <p>For a project to qualify, it MUST involve ALL of the following conditions:</p> <ul style="list-style-type: none"> • phased, multiple moves; • the relocation of heavy industrial machinery; • the relocation of industrial equipment; • the relocation of other office furniture including but not limited to filing cabinets, bookshelves, memorabilia. <p>A table-style format MUST be used to capture BOTH projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> • name of the proposed Project Manager • name of the project; 	

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	<ul style="list-style-type: none"> • summary description of the services provided, addressing each of the qualifying conditions above; • duration of the project -start and completion dates; • description of the Project Manager's role on the project; • dollar value of the project; • name and brief description of the client organization; and • client reference including name, title and telephone number, <p>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's Project Manager's experience</p>	
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2.0 POINT-RATED CRITERIA

Each Proposal which meets all the mandatory requirements specified above, will be evaluated and scored in accordance with the following point rated evaluation criteria: Bidders **MUST** obtain the required minimum of 50% (50 points) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of one hundred (100) points.

BIDDER REQUIREMENTS For all point rated qualifications, 0 projects/experience = 0 points				
No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
PR1	<p>Bidder's Experience - Managing Large Move Projects</p> <p>The Bidder MUST have experience in at least two (2) multiple phased move projects. The Bidder SHOULD have experience in move projects involving multiple phased moves including the relocation of industrial equipment, and the dismantling, relocating and installing of heavy machinery and equipment. Please provide a substantial list of projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>Bidders will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> • two (2) projects =five (5) points; and • four (4) or more projects =ten (10) points; 	0-10 points	4.0	0-40 points

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	<p>A table-style format MUST be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none">• name of the project;• summary description of the services provided relative to multiple phased moves including the relocation of heavy machinery, industrial equipment and office furniture;• duration of the project -start and completion dates;• dollar value of the project;• name of the client organization. <p>Canada may request evidence to confirm the Bidder's experience.</p>			
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No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
PR2	<p>Bidder's Ability to Respond to Urgent Requirements</p> <p>The Bidder SHOULD describe a situation where they had an urgent requirement that involved the moving and relocating of industrial equipment and/ or furniture with less than one (1) day's notice for major clients (Ie. government or industry). The Bidder SHOULD detail their approach with respect to dealing with an urgent requirement.</p> <ol style="list-style-type: none"> 1. The process used to initiate an urgent request by the client (communication plan); 2. The company's ability to respond to the urgent request (putting the request into operation); 3. The company's contingency plan to ensure the urgent request does not affect the current schedule; 4. The company's plan to ensure the urgent request is fulfilled (follow up); <p>Bidders will be allocated up to ten (10) points as follows:</p> <p>Lacks information limited detail provided. (Score 0)</p> <p>Complete but generates questions. Relevant detail provided. (Score 5)</p> <p>Complete addresses all components and logical. Significant relevant detail provided. (Score 10)</p>	0-10 points	2.0	0-20 points

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No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
PR3	<p>Bidder's Client Complaint Approach</p> <p>The Bidder SHOULD detail their approach with respect to dealing with and processing a client's complaint. The Bidder's response SHOULD address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> 1. the process to initiate action to resolve the problem; 2. communication device(s) used to resolve the problem; 3, person (position title) assigned to investigate complaint; 4. feedback to client (how, when, what, etc.); and 5. process/approach to ensure problem does not re-occur. <p>Bidders will be allocated up to ten (10) points as follows:</p> <p>Lacks information limited detail provided. (Score 0)</p> <p>Complete but generates questions. Relevant detail provided. (Score 5)</p> <p>Complete addresses all components and logical. Significant relevant detail provided. (Score 10)</p>	0-10 points	2.0	0-20 points

No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
PR4	<p>Bidder's Quality Assurance Plan</p> <p>The Bidder SHOULD outline in detail their Quality Assurance Plan and how it will ensure the Federal Government receives quality service. Bidder SHOULD also indicate how it intends to</p>	0-10 points	2.0	0-20 points

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	<p>ensure and control the quality of service from its personnel. The Bidder's response SHOULD address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none">1. describe your Training Practices;2. describe your Hiring Practices;3. outline your Certification Process/Approach for general movers; and4, outline your Vehicle Replacement Plan (i.e. leasing in case a vehicle becomes inoperable during a job). <p>Bidders will be allocated up to fifteen (15) points as follows:</p> <p>Lacks information limited detail provided. (Score 0)</p> <p>Complete but generates questions. Relevant detail provided. (Score 5)</p> <p>Complete addresses all components and logical. Significant relevant detail provided. (Score 10)</p>			
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