

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9

<b>Title - Sujet</b> MOVING SERVICES CFB HALIFAX	
<b>Solicitation No. - N° de l'invitation</b> W010X-14B063/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W010X-14-B063	<b>Date</b> 2013-12-23
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-503-9171	
<b>File No. - N° de dossier</b> HAL-3-71204 (503)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-01-20</b>	<b>Time Zone</b> Fuseau horaire Atlantic Standard Time AST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Forward (HAL), LeeAnne	<b>Buyer Id - Id de l'acheteur</b> hal503
<b>Telephone No. - N° de téléphone</b> (902) 496-5070 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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</b> (type or print) <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

W010X-14B063/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

hal503

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

W010X-14-B063

File No. - N° du dossier

HAL-3-71204

CCC No./N° CCC - FMS No/ N° VME

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The purpose of this amendment is to update the closing date of the RFP to January 20, 2014.

All other terms and conditions remain the same.

**ANNEX A  
STATEMENT OF WORK**

**1. TITLE**

1.1. TEME Relocation Project

**2. DEFINITIONS**

- 2.1. "Bidder" means the legal entity participating in the procurement process for the Project and who will enter into a Contract with PWGSC to complete the Work, if selected.
- 2.2. "Canada" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any of these terms shall include a person acting for or, if the office is vacant, in place of the Minister and the Minister's successors in the office, and a lawful deputy and any representative appointed for the purposes of the Contract;
- 2.3. "Change Order" means a written amendment to the Contract signed by Canada in response to a Contemplated Change Notice stating: change in the Work; an amendment to the Statement of Work, if any; the method of adjustment or the amount of the adjustment in the Contract amount, if any; the extent of the adjustment in the Contract time, if any. Only the Contracting Authority, subject to acceptable documentation and technical review and recommendation by the Project authority, shall issue a Change Order;
- 2.4. "Contract" or "Agreement" means the agreement by which both Canada and the Contractor covenant themselves to perform their respective duties, responsibilities, and obligations as prescribed in the Request for Proposal (RFP) and represents the entire agreement between Canada and the or;
- 2.5. "Contractor" means the person or entity identified as such in the Contract. The term Contractor means the Contractor or the Contractor's authorized representative as designated by the Contractor to Canada in writing;
- 2.6. "Contracting Authority" means the person delegated by Canada to authorize in writing any change to the Contract and to further ensure that insurance is provided and is maintained pursuant to the requirements of the Contract;
- 2.7. "Crew Supervisor" means the employee or representative of the Contractor designated by the Contractor to be in full charge of the operations of the Contractor and shall be authorized to accept on behalf of the Contractor any

notice, order or other communication given to the Contractor relating to the Work.

- 2.8. "Project authority" means the person designated to represent Canada as the Project authority for the purposes of the Contract, and may include a person or entity, designated and authorized by the Project authority to the Contractor, to perform on the Project authority's behalf, any of the Project authority's functions under the Contract;
- 2.9. "Proposal" means the proposal of the Bidder submitted in response to the Request for Proposal (RFP);
- 2.10. "Request for Proposal" means the documentation issued by Canada requesting the submission of Proposals and detailing the Statement of Work;
- 2.11. "Statement of Work" means the requirements provided by Canada in the RFP, Annex "A" - Statement of Work and amendments thereto agreed upon between Canada and the Contractor;
- 2.12. "Task Authorization" means the document issued by Canada, used to establish scope and cost of an individual move assignment as per the conditions of the Contract;
- 2.13. "Work" means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the Statement of Work;
- 2.14. "Escorted" means Visitors or Contractors, without a valid security screening or security clearance, must be properly escorted/and or supervised at all times. They are to be supervised/escorted while they are on site for meetings, servicing sensitive systems, or performing maintenance duties within restricted areas. Proper escort and /or supervision must be performed by someone responsible to the unit/section with enough background, training or qualifications to understand the risks associated with the work being done and to provide assurance that only authorized access to sensitive information or assets takes place. Access to sensitive information includes accessing or over viewing Protected and Classified systems and information as well as overhearing sensitive communications.
- 2.15. "Move Coordinator" means the individual as appointed by the project authority who is responsible for the day to day move coordination and who oversees all on-site move related activities.

### **3. BACKGROUND**

3.1. The Department of National Defence (DND) unit Transportation, Electrical and Mechanical Engineering (TEME) is in the process of amalgamating some of their operations to a new building, located at 3367 Windsor Street, Halifax, NS. This building is commonly referred to as WL57. The building has been recently constructed. The building is ready to commence its phased occupancy starting January 2014.

### **4. SCOPE**

#### **4.1. General Requirements**

4.1.1. Public Works and Government Services Canada (PWGSC) on behalf of DND require a number of relocations from various buildings within Willow Park to the new building located at WL57. The bulk of the relocation will entail several industrial shop moves totalling thirteen (13) shops of various sizes, twenty three (23) offices and one (1) fitness room.

4.1.2. Each shop move may include but is not limited to:

- 4.1.2.1. Large heavy machine tools and equipment,
- 4.1.2.2. Fleet service bay equipment and contents,
- 4.1.2.3. Large and heavy safes,
- 4.1.2.4. Technical libraries;
- 4.1.2.5. Tool boxes;
- 4.1.2.6. Work benches;
- 4.1.2.7. Fume hoods;
- 4.1.2.8. Shelving;
- 4.1.2.9. Hand tools;
- 4.1.2.10. Staff office content materials;
- 4.1.2.11. General filing and storage cabinets;
- 4.1.2.12. Office equipment; and
- 4.1.2.13. Various other items

4.1.3. The relocation may also include some of the following:

- 4.1.3.1. Records storage files and archive storage files;
- 4.1.3.2. Office furnishings;
- 4.1.3.3. Dispatch room furniture and contents;
- 4.1.3.4. Fitness centre equipment;
- 4.1.3.5. Mess and kitchenette furnishings;
- 4.1.3.6. Racking and furniture, and;
- 4.1.3.7. Memorabilia

- 4.1.4. The relocation also involves support space furniture and contents including conference meeting room furniture, office room contents, general file cabinets and storage rooms. It is expected that the size of the staff moves will generally range from one (1) to ten (10) people per move. Details of each move will be provided at the time of issuance of the Statement of Work and Task Authorization for the specific move. DND moves are planned to occur in several sequential periods commencing in early February 2014.
- 4.1.5. All moves should take place Monday to Friday from 07:00 hrs to 15:30 hrs, except statutory holidays. Should the Contractor determine that moves must take place outside of these hours in order to meet the firm completion date of 31 March 2014, a proposed schedule shall be presented to the Project Authority. Preference will be given to schedules for moves taking place after hours on weekdays (Monday to Friday) over moves taking place on weekends. Requests for unscheduled flexibility of working hours will be considered by the Project Authority on a case by case basis.
- 4.1.6. The Contractor will be required to provide packing/unpacking, disassembly and reassembly. In most locations the Contractor will be required to supply a forklift and trained operator, pallet jack, and or lifting equipment to load and unload.
- 4.1.7. In some cases the client unit will disassemble items and the components will be listed on the Inventory List as separate items. These items will be reassembled by the client unit.
- 4.1.8. In some cases, items will require disassembly by the Contractor under supervision of the Project authority or a delegated Subject Matter Expert (SME). These items may only be reassembled by the Contractor under supervision of the Project authority or SME. The Contractor may request supervision of disassembly by the Project authority.
- 4.1.9. The Contractor will not be required to provide electrician or plumbing services in the execution of this Contract. All items that require plumbing or hard-wired electrical disconnection or reconnection to or from existing infrastructure will be completed by DND Staff or another qualified Contractor under Contract by DND. The Contractor will be responsible for moving those items only.
- 4.1.10. **DND personnel will disconnect, reconnect and move all IT related items such as telephones, scanners, computers, monitors and desktop printers from all locations. There will be no requirement for removal or transport of any Computer Equipment in this Contract.**
- 4.1.11. **DND personnel will pack, move and unpack all classified material and controlled goods, such as weapons and classified technical documents.**

**The Contractor will have no contact with classified material or controlled goods.**

#### 4.2. Area of Coverage

4.2.1. The relocations will originate from approximately six (6) buildings within five hundred (500) meters of the destination.

#### 4.3. General

4.3.1. All dimensions, distances and quantities are approximate. Numbers of staff moving from the noted buildings are also approximate and are subject to change. The Contractor will be responsible to verify actual conditions for each move during the Task Authorization process.

#### 4.4. Washrooms

4.4.1. Washrooms will be assigned for use in all locations.

#### 4.5. Contractor Personnel Parking

4.5.1. There is no onsite parking available for Contractors staff.

#### 4.6. Scheduling and Moving Sequence

4.6.1. This relocation will occur over multiple move dates. Timing of the moves is over a period of approximately six (6) weeks starting no earlier than 3 February 2014 and completed no later than 15 March 2014. It is expected that the relocations will occur in approximately six (6) individual moves occurring through the week during regular working hours. Time of moving exercise is dependant on location of DND staff. Requirements may change, and moves may be added or removed. **There is no guarantee that all the Work described herein, will ultimately be undertaken through the Contract.**

4.6.2. Projected dates for the relocations are dependent on operational requirements, and as such, must remain flexible. Typically office moves and subsequent services are to be delivered on a move by move basis. The sequencing of the moves is such as to allow sufficient time for the Client to begin configuration of the computers and networks following reconnection by the DND Staff and to minimize disruption in services provided by the Client to their customers. The Contractor shall be responsible for adhering to the move schedule for staff moves unless otherwise authorized by the Project authority.

## 5. PERFORMANCE REQUIREMENTS

5.1. **General** -The following performance requirements are common to all moves for this Contract.

5.1.1. Moves will be operated under the auspices of this Contract on an “as and when requested basis”, using the unit rates submitted in accordance with this Request for Proposal.

5.1.2. The Contractor shall furnish all managerial, administrative, direct labour personnel, materials and transportation that are necessary to accomplish all required services.

5.1.3. The Contractor is responsible for determining the appropriate number of resources that will be required to achieve the expected schedule and completion date.

5.1.4. IN ORDER TO MAINTAIN GOVERNMENT OPERATIONAL REQUIREMENTS, THE SCOPE AND SCHEDULE OF THE INDIVIDUAL MOVES MUST BE FLEXIBLE TO THE VERY LAST INSTANCE AND THROUGHOUT THE LIFE OF THE CONTRACT.

5.1.5. Packing in approved containers, provided by the Contractor, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling plus cleanup at the end of each move will also form part of the Contract. Generally, office contents will be packed and labelled by the client, however some exceptions may apply.

5.1.6. The client will empty filing cabinets contents to the bottom two drawers. Bottom two drawers will remain full. During and on completion of the move, the Contractor shall collect and remove all rubbish, crates and materials from the premises. The Contractor shall be responsible to keep the area safe and clean at all times. The Contractor shall adhere to all emergency, fire safety, and security regulations in the buildings.

5.1.7. Contractor shall keep an accurate Inventory List (Bingo sheet) detailing all items. The list shall be populated during the packing phase and shall be approved by the Project authority, in writing, upon completion of packing of the originating location and again upon completion of unpacking at the destination.

### 5.2. Special Handling

5.2.1. **Industrial and Technical Equipment** – The majority of the material to be moved under this Contract is for industrial equipment, tools, heavy machinery and specialized technical equipment. Some of the equipment is

finely calibrated requiring an increased level of care and attention during packaging and transport. Large and heavy items require specialized skills (e.g., rigging) to package and transport. The Contractor will be required to use various types of material handling equipment and specialized vehicles (e.g., hand trucks, pallet jacks, forklifts, crane, flat-bed truck, etc.) to facilitate the safe and effective transport of the equipment.

**5.2.2. Moving Specialized Equipment and Fragile Items** - Special handling will be required for any items designated as specialized equipment or fragile Items. This includes, but is not limited to, such items as memorabilia, antennas, flagpoles, mirrors, framed pictures, artwork, and specialized furniture pieces. For any such items, the following applies; the Contractor shall use all necessary padding, paper, boxes, crates, or other appropriate packing and packaging materials to prevent breakage of all specialized equipment and fragile items during packing, transport, and unpacking.

**5.2.3. Electronic Equipment** - For these items, the Contractor shall use all necessary packing materials (e.g., padding, wrapping, boxing, crating, etc. as appropriate) to prevent damage to the items during packing, transport, and unpacking. Electronic equipment includes, but is not limited to, radios, clocks, small kitchen appliances, calibration equipment, oscilloscopes, testing equipment, etc.

**5.2.4. Appliances** - For any appliances to be moved the Contractor shall pad and stabilize the appliances for transport. All removable shelving and other parts shall be properly stored and packed with the appropriate packing materials. Appliances include, but are not limited to, dishwashers, microwaves, dehumidifiers, fans, refrigerators, etc.

**5.2.5. Articles of Extraordinary Value** - Packing of items designated as “articles of extraordinary value” shall be packed only in the presence of the Project authority. For any such items, the Contractor shall follow any special packing instructions if provided.

### **5.3. Contractor Furnished Equipment, Materials, and Supplies**

#### **5.3.1. Vehicles**

**5.3.1.1. Vehicles** - The Contractor may be required to provide up to four (4) trucks, with a minimum Gross Vehicle Weight Registered 6,800 kg. (5 Ton), closed-in box type, three (3) without an hydraulic tail gate, at least one (1) truck with an hydraulic tail gate, and must have access to two (2) additional trucks with the same GVWR of 6,800 kg., 25 clean furniture pads in each truck and a wallboard as required. The Contractor must ensure that all vehicles are clean and in good working order. The Contractor must be capable of providing additional vehicles

upon request including smaller delivery type vehicles or specific purpose vehicles (i.e. Tractor trailer to move heavy or awkward loads, with hydraulic tailgates, on an as-needed basis).

5.3.1.2. **Back-Up Vehicles** - The Contractor must ensure that it has readily available, back-up vehicles, including labour and material costs for the duration of the breakdown, at no additional cost to Canada.

5.3.1.3. The Contractor must be prepared to provide the necessary trucks, as per the unit rates provided in the price proposal, to achieve the move in a safe and efficient manner and in compliance with the schedule. Unit rates for trucks shall include a minimum of 25 clean furniture pads in each truck and a ramp.

### 5.3.2. **Material Handling Equipment**

5.3.2.1. **Material Handling Equipment** - The Contractor shall supply carts, dollies, plastic moving bins (minimum 30" X 24"), forklift, pallet jack, cardboard packing boxes (2.2 cu. Ft.) and plastic tote bins as required for each move at no additional cost. In some cases the following may be required: crane, flat-bed truck and rigging material.

### 5.3.3. **Packaging Materials**

5.3.3.1. The Contractor must also provide, at no additional cost, and as part of their unit rates, the following items:

- 5.3.3.1.1. Corner protectors;
- 5.3.3.1.2. Floor protection sheets (i.e. aspenite or equivalent);
- 5.3.3.1.3. Packing material (including but not limited to cardboard boxes, plastic bins, clean unprinted newsprint, bubble wrap, Shrink wrap, etc.);
- 5.3.3.1.4. Labels;
- 5.3.3.1.5. Blankets/furniture pads;
- 5.3.3.1.6. Rolls of tape.

5.3.3.2. It is the Contractor's responsibility to determine the appropriate packaging for each type of item to be moved. The Contractor may use standard cardboard boxes, plastic boxes, rolling containers, security boxes, etc., in any combination that is determined to be appropriate, and that will prevent damage to the items during transport. In determining the appropriate packaging, the Contractor shall take into consideration what means are available at each location for moving, loading, and unloading packed boxes, containers, etc. (e.g., elevators, stairs, loading docks, etc.).

5.3.3.3. All packing materials and supplies provided shall conform to standard industry practice for packing and moving services.

5.3.3.4. The Contractor shall deliver the required number of bins, boxes and other required packing materials, as per the Task Authorization (TA), to any of the locations designated by the Project authority, and on the date(s) and time(s) specified by the Project authority. If the Project authority determines that the delivery of packing materials and supplies to any of the locations must be made after normal business hours, this shall not be a basis for any additional overtime or premium charges.

#### **5.4. Wrapping and Packing**

5.4.1. When preparing items for transport, the Contractor shall wrap all articles subject to breakage, denting, scratching, marring, soiling, chafing, or damage with padding or other appropriate materials that will prevent damage to the items.

5.4.2. When packing tools and components, filing cabinet or records, sequential packing methods may be required. Items requiring sequential packing will be identified by the Project Authority.

5.4.3. The following general guidelines shall be used when packing items and/or preparing items for transport:

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

5.4.3.2. Cover floors as necessary with drop cloths or canvas to protect the surface while work is in progress.

5.4.3.3. Keep packing materials together; do not allow them to become scattered throughout the working area.

5.4.3.4. All boxes, containers, and packing materials shall be dry, clean, in sound condition, free of substances that might damage the contents, and of sufficient strength to protect the contents.

5.4.3.5. Special care and handling is to be taken when packing and moving such items as calibrated equipment, spare parts, tools and similar items.

5.4.3.6. As necessary, disassemble large or bulky items if this can be done without damage to the items.

5.4.3.7. Securely wrap and clearly mark nuts, bolts, screws, or other hardware in plastic or paper, and securely attach the wrapped items to the articles from which they were removed. Reassemble at the destination.

5.4.3.8. For any fragile items that may be packed by the Contractor, the packaging shall be clearly marked to identify that the contents are fragile. The packaging shall also be marked to indicate which side is to be opened to unpack the item(s). Any packages containing glass (mirrors, glassware, etc.) shall be marked to indicate that glass items are enclosed.

5.4.3.9. Legs or other articles removed from furniture shall be properly wrapped, bundled together, clearly identified, and listed separately on the Inventory List for the location from where they were moved.

5.4.4. When all items have been packed and removed from a location, the Contractor shall walk through the location with the Project authority to ensure that all items to be moved have been accounted for. Once it has been determined that the Contractor has removed all items being moved from the premises, the Contractor shall clean up the premises and remove all move related supplies and debris that remains.

#### **5.5. The Contractor shall not;**

5.5.1. Touch items which could suffer stains, without protective wear;

5.5.2. Pack heavy pieces with breakable items without approval of the Project authority;

5.5.3. Use printed newsprint as a packing medium; or

5.5.4. Load any boxes beyond their capacity.

#### **5.6. Classified and Secure Material**

5.6.1. In all cases DND staff will pack, transport and unpack all classified material and controlled goods. In these cases documents and/or publications transported by tote bin will be packed and sealed by DND staff. These types of bins can only be packed and unpacked and transported under supervision of DND staff.

### **6. MOVING OF ITEMS**

6.1. **Protection of Buildings and Property** - The Contractor shall use best commercial practices to ensure that all locations where moving services are performed, including the surrounding areas, are protected both internally and

externally from any damage resulting from moving operations. The Contractor shall take the necessary precautions (e.g., pads, drop cloths, mats, etc.) to protect facilities and property during the move.

- 6.2. **Final Delivery Area** – The Contractor shall deliver items to the location identified by the Project Authority. The Contractor may be required to return to the destination location to adjust heavy machinery based on final connections (e.g., electrical hard-wiring).
- 6.3. **Loading/Unloading Areas** - Contractor shall use only the loading and unloading areas approved by the Project authority. Contractor vehicles shall be parked only in approved areas. The Contractor shall be responsible for obtaining any permits that may be required for the services performed in the loading/unloading areas. Use of the loading/unloading areas will be scheduled with the Project authority. There may be occasions where these areas will be shared with other users. Under exceptional circumstances loaded vehicles may be stored overnight in a secure area identified by the Project Authority.
- 6.4. **Breaks** - Contractor personnel shall coordinate their break times so that breaks do not occur at times when vehicles are only partially loaded or unloaded.
- 6.5. **Weather and Other Conditions** - The Contractor shall take all appropriate measures to protect property during the entire moving process. This includes protecting items from exposure to inclement weather during loading, unloading, and transport.
- 6.6. **Removal of Government Property** – The Contractor may be required to use Windsor Street to access WL57. **Government property shall not be removed from Willow Park**, with the exception of Windsor Street immediately adjacent to Willow Park during the transport of loads to WL57. Vehicles that contain government material may be stored overnight with consent of the Project authority. Government property removed from Willow Park, or Windsor Street adjacent to Willow Park, will be investigated by the Military Police and offenders may be charged under the National Defence Act and/or the Criminal Code of Canada.
- 6.7. **Hazardous Materials** - Most of the industrial areas possess various quantities of hazardous materials which will be moved to WL57, therefore, the Contractor will be required to handle and transport Dangerous Goods during the performance of the Contract. The Contractor shall comply with the Transportation of Dangerous Goods (TDG) Act <http://www.tc.gc.ca/eng/acts-regulations/acts-1992c34.htm>, where applicable, and all other applicable Federal, Provincial and Municipal Regulations and Legislation. The Contractor must provide the appropriate vehicle for TDG and ensure that all personnel are adequately trained and qualified to handle and transport Dangerous Goods.

## **7. STAFF / PERSONNEL REQUIREMENTS**

### **7.1. General**

- 7.1.1. The Contractor shall be responsible for ensuring that all Contractor employees performing any Work under the Contract are suitable for the type of work performed. Labour employed to perform services under this Contract shall be experienced and competent in the performance of the specific tasks to which they are assigned.
- 7.1.2. The Project authority reserves the right to reject any employees that are determined to be unsuitable to perform the required services, based on the criteria set out in sections 7.2 below or due to employee(s)' inappropriate actions in accordance with the client's site regulations.
- 7.1.3. The Contractor must be able to supply a full complement of experienced, staff at all times to provide the required services. These experiences/skills include:
  - 7.1.3.1. Industrial relocations;
  - 7.1.3.2. Rigging and material handling;
  - 7.1.3.3. General office and file room packing, relocation, and unpacking;
  - 7.1.3.4. Double tagging,
  - 7.1.3.5. Records packing, relocation, and unpacking;
  - 7.1.3.6. Mobile and fixed shelving systems disassembly, relocation, and assembly; and
  - 7.1.3.7. Fragile collections material and memorabilia relocation.
- 7.1.4. The Contractor must be able to provide a qualified Crew Supervisor to provide information sessions for the Project Coordinator & delegated staff. Sessions will be determined by the Project Coordinator. The sessions would include but not be limited to how the move will be handled, proper packing and labelling moving bins, recommended site preparation for receiving goods, question and answer period, etc.
- 7.1.5. The Contractor must provide a designated Crew Supervisor per crew at all locations, who will have the authority to act on behalf of the Contractor, and who is experienced in the requirements of the specific Task Authorization. Each Crew Supervisor must have a cellular telephone to allow for immediate response to Project Authority's requests.
- 7.1.6. Contractor must ensure that drivers are licensed to operate the required motor vehicles.
- 7.1.7. Crew supervisors assigned to this Work must be able to read floor plans.

- 7.1.8. All staff provided by the Contractor shall be uniformed appropriately for the nature and location of the Work. They shall display the Contractor's name or logo on the outer garment for identification purposes at all times. At any time while on the work site, the Contractor's staff/personnel could be asked to identify themselves by providing a photo ID such as a valid driver's permit.
- 7.1.9. The Contractor's staff/personnel must wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required and in accordance with the Canadian Occupational Safety and Health Regulations.

## 7.2. Standards of Conduct.

- 7.2.1. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as required. The Contractor's employees who perform services under this Contract shall always be in a uniform identifying them as employees.
- 7.2.2. Each Contractor employee is expected to adhere to normal office standards of conduct. The Project authority reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost.
- 7.2.3. **No picture taking is allowed anywhere during the move process or at the new Building.**
- 7.2.4. Neglect of duties shall not be condoned. This includes unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or to cooperate in upholding the integrity of the work site security.
- 7.2.5. Contractor employees shall be on site only for performance of Contractual duties and not for other business or personal purposes and only in designated areas. Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions or fighting shall not be condoned. Additionally, Contractor employees shall not participate in disruptive activities, which interfere with normal and efficient Client operations.
- 7.2.6. While performing services under this Contract, Contractor employees shall at no time engage in the following activities, including but not limited to:
- 7.2.6.1. Smoking in the client's facilities;

- 7.2.6.2. Arrive at the facility under the influence of drugs or alcohol, or even with alcohol on the breath;
- 7.2.6.3. Consume alcoholic beverages on the job;
- 7.2.6.4. Use unassigned washrooms without permission;
- 7.2.6.5. Use government telephones without prior approval from the Project authority
- 7.2.6.6. Engage in prolonged discussions or arguments regarding the job;
- 7.2.6.7. Perform any work for the client not specified in this Contract without approval of the Project authority;
- 7.2.6.8. Request or accept any articles or currency as a gratuity for Work performed under this Contract.

**7.3. Hours of Work:**

- 7.3.1. Regular working hours are Monday to Friday and will be from 07:30 hrs to 16:00 hrs, or as required to completion of required services. (refer to section 4.1.5)
- 7.3.2. There will be no premium paid for overtime. All claims will be for on-site productive labour only and will be calculated to the next 15 minutes.

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Heavy Equipment Shop

Building: WL1

Contact Name: Warrant Officer Williams

Area (sq. ft.)	2200
# of Occupants:	7
Elevator:	No
Flights of Stairs:	1
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	4
Qty Tool Boxes:	5
Qty Offices/Cubicles:	3
Qty Filing Cabinets:	3
Qty Work Benches:	9
Disassembly of Machinery Required:	No
Special Handling:	No

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: MACHINE Shop

Building: WL6

Contact Name: Master Corporal Richard

Area (sq. ft.)	420
# of Occupants:	1
Elevator:	Yes <sup>1</sup>
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	4
Qty Tool Boxes:	1
Qty Offices/Cubicles:	0
Qty Filing Cabinets:	2
Qty Work Benches:	2
Disassembly of Machinery Required:	No
Special Handling:	Yes <sup>2</sup>

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<sup>1</sup> Freight elevator

<sup>2</sup> Equipment is extremely heavy

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Body Shop

Building: WL34

Contact Name: Master Corporal Richard

Area (sq. ft.)	4212
# of Occupants:	4
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	0
Qty Tool Boxes:	3
Qty Offices/Cubicles:	3
Qty Filing Cabinets:	2
Qty Work Benches:	2
Disassembly of Machinery Required:	No
Special Handling:	No

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Weld Shop

Building: WL3

Contact Name: Master Corporal Richard

Area (sq. ft.)	1710
# of Occupants:	2
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	5
Qty Tool Boxes:	2
Qty Offices/Cubicles:	0
Qty Filing Cabinets:	0
Qty Work Benches:	2
Disassembly of Machinery Required:	Yes <sup>1</sup>
Special Handling:	Yes <sup>2</sup>

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<sup>1</sup> Some machinery is bolted to floor.

<sup>2</sup> Equipment is extremely heavy and may require rigging and material handling equipment. Shop floor is damaged and not level.

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: ACISS Telecommunications Shop

Building: WL1 + WL3 (Vehicle Bay)

Contact Name: Master Corporal McNutt

Area (sq. ft.)	2400
# of Occupants:	4
Elevator:	Yes <sup>1</sup>
Flights of Stairs:	1
Loading Dock:	Yes
Dangerous Goods:	No
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	Yes
Qty Heavy Machinery:	0
Qty Tool Boxes:	8
Qty Offices/Cubicles:	0
Qty Filing Cabinets:	0
Qty Work Benches:	1
Disassembly of Machinery Required:	Yes <sup>2</sup>
Special Handling:	No

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<sup>1</sup> Freight Elevator

<sup>2</sup> Modular Workbenches

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Small Engine Maintenance

Building: WL9

Contact Name: John Slaunwhite

Area (sq. ft.)	2880
# of Occupants:	3
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	2
Qty Tool Boxes:	3
Qty Offices/Cubicles:	2
Qty Filing Cabinets:	1
Qty Work Benches:	7
Disassembly of Machinery Required:	No
Special Handling:	No

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Non-Technical Workshop

Building: WL6

Contact Name: Dave Misiner

Area (sq. ft.)	1700
# of Occupants:	8
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	No
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	25
Qty Tool Boxes:	6
Qty Offices/Cubicles:	3
Qty Filing Cabinets:	4
Qty Work Benches:	0
Disassembly of Machinery Required:	No
Special Handling:	Yes <sup>1</sup>

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<sup>1</sup> Metal Lathe requires special handling

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Tool Crib

Building: WL3

Contact Name: Sergeant MacDonald

Area (sq. ft.)	2074
# of Occupants:	5
Elevator:	No
Flights of Stairs:	1
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	Yes <sup>1</sup>
Sequential Packing:	Yes
Qty Heavy Machinery:	0
Qty Tool Boxes:	7
Qty Offices/Cubicles:	4
Qty Filing Cabinets:	4
Qty Work Benches:	0
Disassembly of Machinery Required:	No
Special Handling:	No

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<sup>1</sup> Light bulbs and filters

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Light Vehicle Repair

Building: WL3

Contact Name: Warrant Officer Phillips

Area (sq. ft.)	6700
# of Occupants:	3
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	0
Qty Tool Boxes:	2
Qty Offices/Cubicles:	1
Qty Filing Cabinets:	2
Qty Work Benches:	1
Disassembly of Machinery Required:	No
Special Handling:	No

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: MSS Section

Building: WL3

Contact Name: Warrant Officer Phillips

Area (sq. ft.)	6700
# of Occupants:	2
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	0
Qty Tool Boxes:	9
Qty Offices/Cubicles:	1
Qty Filing Cabinets:	1
Qty Work Benches:	11
Disassembly of Machinery Required:	No
Special Handling:	No

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: INSP Section

Building: WL3

Contact Name: Warrant Officer Phillips

Area (sq. ft.)	7910
# of Occupants:	6
Elevator:	No
Flights of Stairs:	0
Loading Dock:	No
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	No
Qty Heavy Machinery:	0
Qty Tool Boxes:	6
Qty Offices/Cubicles:	1
Qty Filing Cabinets:	1
Qty Work Benches:	9
Disassembly of Machinery Required:	No
Special Handling:	No

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: Weapons Shop

Building: WL1

Contact Name: Warrant Officer Arsenault

Area (sq. ft.)	2800
# of Occupants:	5
Elevator:	No
Flights of Stairs:	0
Loading Dock:	Yes <sup>1</sup>
Dangerous Goods:	Yes
Controlled Goods:	No <sup>2</sup>
Classified Material:	No <sup>2</sup>
Fragile Items:	Yes <sup>3</sup>
Sequential Packing:	Yes
Qty Heavy Machinery:	2
Qty Tool Boxes:	7
Qty Offices/Cubicles:	6
Qty Filing Cabinets:	7
Qty Work Benches:	7
Disassembly of Machinery Required:	Yes <sup>4</sup>
Special Handling:	Yes <sup>2</sup>

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<sup>1</sup> Loading Dock 20' from shop.

<sup>2</sup> Controlled Goods and Classified Material will be packed, moved and unpacked by client. Contractor will have NO access to Controlled Goods or Classified Material.

<sup>3</sup> Laser Engraver, Standard Engraver

<sup>4</sup> Work Benches, Ventilation System

**Transportation, Electrical and Mechanical Engineering (TEME)**  
**Industrial Area Specifications**

Area Name: EO Shop

Building: WL1

Contact Name: Master Corporal Stewart

Area (sq. ft.)	1540
# of Occupants:	2
Elevator:	Yes <sup>1</sup>
Flights of Stairs:	1
Loading Dock:	Yes <sup>2</sup>
Dangerous Goods:	Yes
Controlled Goods:	No
Classified Material:	No
Fragile Items:	No
Sequential Packing:	Yes
Qty Heavy Machinery:	9
Qty Tool Boxes:	6
Qty Offices/Cubicles:	3
Qty Filing Cabinets:	15
Qty Work Benches:	7
Disassembly of Machinery Required:	Yes <sup>3</sup>
Special Handling:	Yes <sup>4</sup>

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<sup>1</sup> Freight and Passenger

<sup>2</sup> 30 Meters between shop and loading dock=

<sup>3</sup> Fixtures require disassembly

<sup>4</sup> Cleaning Room requires Special Handling

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

Attachment 1 Mandatory and Point Rated Criteria

	<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 <b>MUST</b> involve <b>ALL</b> of the following conditions:</p> <ul style="list-style-type: none"> <li>• phased, multiple moves;</li> <li>• the relocation of heavy machinery; and</li> <li>• the relocation of industrial equipment;</li> </ul> <p>A table-style format <b>MUST</b> be used to capture <b>ALL</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• 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;</li> <li>• duration of the project -start and completion dates;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• Client reference including name, title and telephone number.</li> </ul> <p><b>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</b></p>	
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<b>No</b>	<b>Mandatory Requirement</b>	<b>Page No in Proposal</b>
<b>MR2</b>	<p><b>Bidder's Experience – Disassembly, Assembly, Rigging and Handling of Heavy Machinery and Industrial Equipment</b></p> <p>Bidder <b>MUST</b> 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 <b>MUST</b> involve the following conditions:</p> <ul style="list-style-type: none"> <li>• the disassembly and assembly of heavy industrial equipment and/or machinery; and</li> <li>• the use of rigging and material handling equipment to facilitate</li> </ul>	

Attachment 1 Mandatory and Point Rated Criteria

	<p>an industrial move (i.e., forklifts, cranes).</p> <p>A table-style format <b>MUST</b> be used to capture <b>BOTH</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• 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.</li> <li>• duration of the project -start and completion dates;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• client reference including name, title and telephone number.</li> </ul> <p><b>PWGSC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</b></p>	
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<b>No</b>	<b>Mandatory Requirement</b>	<b>Page No in Proposal</b>
<b>MR3</b>	<p><b>Bidder's Project Manager's Experience</b></p> <p>The Bidder's Project Manager <b>MUST</b> 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 <b>MUST</b> involve <b>ALL</b> of the following conditions:</p> <ul style="list-style-type: none"> <li>• phased, multiple moves;</li> <li>• the relocation of heavy industrial machinery;</li> <li>• the relocation of industrial equipment;</li> <li>• the relocation of other office furniture including but not limited to filing cabinets, bookshelves, memorabilia.</li> </ul> <p>A table-style format <b>MUST</b> be used to capture <b>BOTH</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the proposed Project Manager</li> <li>• name of the project;</li> </ul>	

Attachment 1 Mandatory and Point Rated Criteria

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

<b>BIDDER REQUIREMENTS</b>				
<b>For all point rated qualifications, 0 projects/experience = 0 points</b>				
No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
<b>PR1</b>	<p><b>Bidder's Experience - Managing Large Move Projects</b></p> <p>The Bidder <b>MUST</b> have experience in at least two (2) multiple phased move projects. The Bidder <b>SHOULD</b> 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"> <li>• two (2) projects =five (5) points; and</li> <li>• four (4) or more projects =ten (10) points;</li> </ul>	0-10 points	4.0	0-40 points

Attachment 1 Mandatory and Point Rated Criteria

	<p>A table-style format <b>MUST</b> be used to capture <b>ALL</b> projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"><li>• name of the project;</li><li>• summary description of the services provided relative to multiple phased moves including the relocation of heavy machinery, industrial equipment and office furniture;</li><li>• duration of the project -start and completion dates;</li><li>• dollar value of the project;</li><li>• name of the client organization.</li></ul> <p><b>Canada may request evidence to confirm the Bidder's experience.</b></p>			
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Attachment 1 Mandatory and Point Rated Criteria

No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
PR2	<p><b>Bidder's Ability to Respond to Urgent Requirements</b></p> <p>The Bidder <b>SHOULD</b> 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 <b>SHOULD</b> detail their approach with respect to dealing with an urgent requirement.</p> <ol style="list-style-type: none"> <li>1. The process used to initiate an urgent request by the client (communication plan);</li> <li>2. The company's ability to respond to the urgent request (putting the request into operation);</li> <li>3. The company's contingency plan to ensure the urgent request does not affect the current schedule;</li> <li>4. The company's plan to ensure the urgent request is fulfilled (follow up);</li> </ol> <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

Attachment 1 Mandatory and Point Rated Criteria

No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (AxB)
PR3	<p><b>Bidder's Client Complaint Approach</b></p> <p>The Bidder <b>SHOULD</b> detail their approach with respect to dealing with and processing a client's complaint. The Bidder's response <b>SHOULD</b> address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. the process to initiate action to resolve the problem;</li> <li>2. communication device(s) used to resolve the problem;</li> <li>3, person (position title) assigned to investigate complaint;</li> <li>4. feedback to client (how, when, what, etc.); and</li> <li>5. process/approach to ensure problem does not re-occur.</li> </ol> <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><b>Bidder's Quality Assurance Plan</b></p> <p>The Bidder <b>SHOULD</b> outline in detail their Quality Assurance Plan and how it will ensure the Federal Government receives quality service. Bidder <b>SHOULD</b> also indicate how it intends to</p>	0-10 points	2.0	0-20 points

Attachment 1 Mandatory and Point Rated Criteria

	<p>ensure and control the quality of service from its personnel. The Bidder's response <b>SHOULD</b> address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. describe your Training Practices;</li> <li>2. describe your Hiring Practices;</li> <li>3. outline your Certification Process/Approach for general movers; and</li> <li>4, outline your Vehicle Replacement Plan (i.e. leasing in case a vehicle becomes inoperable during a job).</li> </ol> <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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## FINANCIAL PROPOSAL

### PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this price proposal form with the name of Proponent, name of Project, PWGSC solicitation number, and the words "Price Proposal Form" typed on the outside of the envelope.

### PROONENTS SHALL NOT ALTER THIS FORM

Name of Proponent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

The following will form part of the evaluation process:

#### 1. COST BREAKDOWN

Note: All costs for overhead, profit, financing, general requirements, contingencies, supplies, etc. are to be built into the rates.

The Bidder will provide all supplies at no additional cost and as part of their rates including but not limited to the following items:

- Corner protectors;
- Floor protection sheets (i.e. aspenite or equivalent);
- Packing material (including but not limited to boxes, bins, tape, security ties, labels, newsprint, bubble wrap, shrink wrap, etc.);
- Blankets/furniture pads;
- Carts and dollies.
- Moving equipment (forklifts, etc.)

Rates shall be valid for the duration of the Contract.

**The Contract Amount and rates shall be in Canadian currency and shall not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.**

#### 2. PRICE FOR EVALUATION PURPOSES

The successful Proponent's Price for Evaluation Purposes will be calculated as follows.

The Contractor is to complete the rates and totals for the tables below.

Attachment 2 Financial Proposal

All shop areas in Table 1 and all Estimated Quantities in Table 2 are listed for evaluation purposes only. Actual areas and quantities may vary.

Table 1

	Firm Price
<b>B1 Heavy Equipment Shop</b>	
<b>B2 Small Engine Maintenance</b>	
<b>B3 Non-Technical Workshop</b>	
<b>B4 Tool Crib</b>	
<b>B5 Light Vehicle Repair</b>	
<b>B6 MSS Section</b>	
<b>B7 INSP Section</b>	
<b>B8 Weapons Shop</b>	
<b>B9 EO Shop</b>	
<b>B10 Machine Shop</b>	
<b>B11 Body Shop</b>	
<b>B12 Weld Shop</b>	
<b>B13 ACISS Telecommunications Shop</b>	
<b>All Inclusive Total of Industrial Shop Moves and associated areas.</b>	<b>\$</b>

Table 2

	Estimated Quantity (A)	Rate (B)	Extension (A x B)
<b>Labour (7 days/week including holidays and after hours work)</b>			
i) Crew supervisors	10 hours	\$ /hr.	\$
ii) Moving Technicians	30 hours	\$ /hr.	\$
<b>Vehicles - including driver acting as moving technician (7 days/week including holidays and after hours work)</b>			
i) Cube van, including driver, acting as moving technician.	10 hours	\$ /hr.	\$
ii) Truck with minimum Gross Vehicle Weight Registered 6,800 kg. with or without hydraulic lift, including driver, acting as moving technician.	10 hours	\$ /hr.	\$
iii) Tractor trailer, with driver, acting as moving technician.	10 hours	\$ /hr.	\$
		<b>TOTAL</b>	<b>\$</b>

Attachment 2 Financial Proposal

The Price Proposal envelopes of all responsive Bidders are opened upon completion of the evaluation of rated requirements.

The Price Proposals are rated as follows:

- The lowest responsive Price amount will receive a score of one hundred (100) points. The remaining offers will receive a score in relation to the lowest responsive offer based on a rating scale. For example, if the price for evaluation purposes was 10% higher than the price of the lowest compliant offer, then the proposal would score 90 points.
- Proposals offering a total aggregate price that exceeds the lowest price by more than 50%, will be disqualified.

Example for Price Scores:

<b>Bidder</b>	<b>Bidder's Price for Evaluation Purposes</b>	<b>Price Proposal Score</b>
#1	\$500,000.00	<b>100</b>
#2	\$550,000.00 (10% higher than #1)	100 – 10 = <b>90</b>
#3	\$688,500.00 (37.7% higher than #1)	100 – 37.7 = <b>62.3</b>
#4	\$761,500 (52.3% higher than #1)	Disqualified

5. SIGNATURE OF PROPONENT.

I/We, as the Bidder, hereby submit our price proposal form as specified in the Request for Proposal, and in accordance with the Statement of Work. I/We have carefully examined the terms and conditions as specified in this RFP.

If any Proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....  
(name)

.....  
(signature)

.....  
(title)  
I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

Attachment 2 Financial Proposal

.....  
(name)

.....  
(signature)

.....  
(title)  
I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint  
Venture

.....  
(name)

.....  
(signature)

.....  
(title)  
I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint  
Venture

(END OF FINANCIAL PROPOSAL)

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.