

May 16th, 2014

RPF 5Z011-15-0008

**Relocation of government records from Ottawa to Winnipeg
Amendment no. 3 – Change in linear feet**

Amendment no. 3 is raised to:

1. Add 4,000 linear feet to the relocation of the records

A3.1 Summary (on page 4 of RFP) is deleted in its entirety and replaced by:

Service provision for the relocation of government records from Library and Archives Canada (LAC)'s National Capital Region Regional Service Centre (Ottawa) to the Center of Canada Regional Service Centre (Winnipeg). This collection is composed of approximately 107,000 linear feet of shelved files (between 1,100,000 and 1,660,000 files), including small collections of odd-sized items such as X-ray film and attestation cards.

In essence, the effort will consist of: packing, securely transporting from Ottawa to Winnipeg, unpacking and carefully tracking an entire collection of information resources. Movers must physically remove the specified material from the shelves, pack it following an agreed upon procedure, move it on and off the vehicles and shelve the material as instructed at the receiving end of the move.

LAC expects this move to begin in early June 2014. The move must be completed by mid-December 2014.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements, and Part 7 Resulting Contract Clauses. Bidders should consult the Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site at <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>."

A3.2 Statement of Work / 1. Project Description (on page 21 of the RFP) is deleted in its entirety and replaced by:

This project focuses on the relocation of documents from the National Capital Region Regional Service Centre (NCR-RSC), located at 161 Goldenrod Drive in Ottawa, Ontario to the Central Canada Regional Service Centre (CC-RSC), located at 1700 Inkster Boulevard in Winnipeg, Manitoba. LAC estimates that the work covered by this Statement of Work will involve moving approximately 107,000 linear feet of shelved documents.

The Contractor must provide all shipping materials, vehicles and equipment, as well as security cleared staff (must each hold a valid RELIABILITY STATUS, granted or approved by Corporate Security Service, Library and Archives Canada) for the duration of the relocation contract, in Ottawa, on the road and in Winnipeg.

A3.3 Statement of Work / 2.2 Description of the Material to Move / 2.2.1 (on page 22 and 23 of the RFP) is deleted in its entirety and replaced by:

2.2.1 LAC estimates that the work covered by this SOW will involve moving approximately 107,000 linear feet of shelved documents, of which:

	Dimensions (inches)			linear feet*
	Length	Width	Height	
Regular (accordion) jackets	16	12	10	97 023
Medical library jackets	19	12	10	1 408
X-ray film (heavy)	19	12	15	1 254
Old paysheets (heavy)	19	12	15	714
Paysheets+attestation	15,25	12	10	1 082
Part II Orders (books)	9	1-2	14.50	2 037
Part II Orders (boxes)	9.5	3.5	15.5	3 078
Naval Pay Ledgers (heavy)	19.50	17.0	3-6	528
			Total	107 124

**The above quantities are provided as estimates only. Actual quantities will vary somewhat and it is the Contractor's responsibility to validate them.*

- Medical library jackets are longer than regular accordion jackets and some contain odd-sized volumes so they can be cumbersome.
- X-ray films are heavy so are generally shipped in smaller containers. As a rule, containers should be full in order to stack them.
- Old pay sheets are heavy and are in open top boxes that cannot be stacked vertically as is. Again, as a rule, containers should be full in order to stack them. Labels are fragile on some boxes so particular attention will have to be paid to keeping them in place.
- Pay sheets + attestation cards are smaller and organized differently on the shelf. Particular attention will have to be paid to identification in order to keep them in order.
- Part II Orders come in two formats. The first are tall book volumes which are fairly light and the second are small box volumes which are also light.
- Naval Pay Ledgers are large and very heavy volumes held together by large metal screws. The height of each volume can vary significantly. As a rule, containers should be full in order to stack them.