

RETURN BIDS TO:

**RETOURNER LES
SOUMISSIONS**

Privy Council Office/Bureau du Conseil privé
Mail Reception Area/Salle de réception de
courrier
11 rue Metcalfe Street
Ottawa, Ontario
K1P 5K9

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Privy Council Office

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Bureau du Conseil privé

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

Comments - Commentaires

This document contains a security requirement of **SECRET**.

Ce document comporte une exigence de sécurité de niveau **SECRET**.

Issuing Office – Bureau de distribution

Privy Council Office/Bureau du Conseil privé
90 rue Sparks Street
Room/pièce 800
Ottawa, Ontario
K1A 0A3

Title – Sujet Office Relocation and Warehousing Services	
Solicitation No. – N° de l’invitation 50000-14	Date May 23 , 2014
Solicitation Closes – L’invitation prend fin at – à 02 :00 PM on – le June 9, 2014	Time Zone - Fuseau horaire Eastern Daylight Saving Time (EDT)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to - Adresser toutes questions à: Kim McKortel	Email Address –Adresse e-mail : kim.mckortel@pco-bcp.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature _____ Date	

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PART 1 - GENERAL INFORMATION

1. Security Requirement

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

The Privy Council Office (PCO) has a requirement for office relocation and warehousing services within the National Capital Region (NCR). Moves may include offices, work places, office equipment, supplies and furniture. The contract period is estimated to be from July 1, 2014 to June 30, 2015 with the option to extend for an additional three (3), one-year periods under the same terms and conditions.

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Office of the Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-03-01) Standard Instructions - Goods or Services, are incorporated by reference into and form part of the bid solicitation.

Section 01, Code of Conduct and Certifications – Bid, of the 2003, Standard Instructions - Goods or Services - Competitive Requirements referenced above is hereby deleted in its entirety and is replaced with the following:

The Contractor certifies that it has read the [Code of Conduct for Procurement](http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/conduite-conduct-eng.html) and agrees to be bound by its terms (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/conduite-conduct-eng.html>).

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to the Privy Council Office, Mail Reception Area, by the date, time and place indicated on page 1 of the bid solicitation form.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PCO will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (four (4) hard copies)
Section II: Financial Bid (one (1) hard copy)
Section III: Certifications (one (1) hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule, Annex "G". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation - Mandatory Technical Criteria

Refer to Annex "F"

1.2 Financial Evaluation

Bidders meeting all of the Mandatory Technical Criteria will be evaluated based on prices submitted in the Annex "G", Pricing Schedule. The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

The financial evaluation will be based on the Total Evaluated Price. The Total Evaluated Price will be calculated by taking the sum of each total price per year for all four (4) years as per Annex "G", Pricing Schedule.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS– PRECEDENT TO CONTRACT AWARD

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

- a. name of former public servant;

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, granted or approved by Personnel Security, Privy Council Office.

The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by Personnel Security, Privy Council Office.

The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Personnel Security, Privy Council Office.

The Contractor must comply with the provisions of the:

- a) Security Requirements Check List attached at Annex "C";
- b) Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

All work is to be provided on an "as and when" required basis. An obligation for any Work will come into force only when a Task Authorization is approved and issued in accordance with the clause entitled "Task Authorization Process."

2.1 Task Authorization (TA)

2.1.1 Task Authorization Process

1. Any task required to be performed under the Contract must be authorized by the Project Authority, using the Task Authorization Form at Annex "E".
2. The Project Authority will provide the Contractor with a description of the work for the task to be performed, including as a minimum:
 - (a) the details of the work to be performed;
 - (b) a description of the deliverables to be submitted;
 - (c) a schedule indicating completion dates for the major activities and submission dates for the deliverables.
3. The Contractor must provide the Project Authority, up to a maximum of two (2) days of receipt of the request, with the following:
 - (a) a technical proposal outlining the proposed approach and methodology to meet requirement; a signed service request agreeing to perform the work;
 - (b) a cost breakdown established in accordance with the Basis of Payment at Annex "B".

4. The Project Authority will review the information provided by the Contractor and, if it is approved, will authorize the Contractor to proceed with the work by issuing a signed Task Authorization Form.
5. Individual tasks exceeding the Project Authority's approval authority must be authorized by the Contracting Authority in accordance with the clause entitled Individual Task Authorizations - Financial Limitation and Approval Authority. The Contractor must not carry out any work on any task until it has received a signed Task Authorization Form from the Project Authority.

2.2 Individual Task Authorizations - Financial Limitation and Approval Authority

1. The Project Authority may approve a Task Authorization (TA) up to a limit of \$5,000.00 (taxes extra), inclusive of any amendments. Any TA to be issued in excess of that amount or any TA amendment which will increase the TA value above that amount must be approved by the Contracting Authority before issuance.
2. All Work performed under the terms and conditions of any resultant Contract will be subject to inspection and acceptance by the Project authority. Work found to be unsatisfactory must be corrected at no additional cost to Canada within one (1) week of notification. Failure to repair, replace or restore any damages or loss will result in repairs being done by the client and the cost attributed to them being deducted from the Contract.

2.3 Minimum Work Guarantee

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value.
2. The Contractor must perform the Work described in the Contract as and when requested by Canada during the period of the Contract. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2014-03-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract with the following modification:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister responsible for the Privy Council Office and any other person authorized to act on behalf of that minister or, where the Minister of Public Works and Government Services has delegated his or her powers, duties or functions to the Minister responsible for the Privy Council Office, the minister or any other person duly authorized to exercise such powers.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive. **(insert at contract award)**.

4.2 Option to Extend the Contract

1. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
2. Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kim McKortel (or authorized representative)
Title: Senior Contracting Officer
Organization: Privy Council Office
Address: 90 Sparks Street, Room 800, Ottawa, ON K1A 0A3
Telephone: 613-947-0418
Facsimile: 613-947-0484
E-mail: kim.mckortel@pco-bcp.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: (insert at contract award)

Name: _____ (or authorized representative)
Title: _____
Organization: _____

Address: _____
Telephone: ___ ___ _____
Facsimile: ___ ___ _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

(insert at contract award)

6. Proactive Disclosure of Contracts with Former Public Servants (remove at contract award if not applicable)

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

7. Payment

Basis of Payment – Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (insert at contract award) . Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.1 Method of Payment

SACC Manual clause H1008C (2008-05-12) – Monthly Payment

7.2 SACC Manual Clause

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

8. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. copy of the invoices, receipts, vouchers for all direct expenses.

2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Insurance Requirement

1. The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

12. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-03-01);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "D", Insurance Requirement;
- (g) Annex "E", Task Authorization Form;
- (h) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarification(s) or amendment(s)*).

13. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the Contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

ANNEX "A"
STATEMENT OF WORK

1. TITLE

1.1 Office Relocation and Warehousing Services

2. OBJECTIVE

2.1 To provide one (1) full time person with the option of an estimated three (3) additional resources for, but not limited to, office relocation and warehousing services for the moving of offices, workplaces, and various other government facilities including office equipment, supplies and furniture. This service is to be provided directly to the Privy Council Office (PCO) within the National Capital Region (NCR).

3. SCOPE OF WORK

3.1 The Contractor must provide office relocation services which will include, but will not be limited to:

3.1.1 moving of office furniture workstation systems, office equipment, filing cabinets, computer hardware, records, etc;

3.1.2 packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling ;

3.1.3 cleaning up (surfaces are cleaned, area is clear of debris/packaging, etc) at the end of each move, installation or service request (as required); and

3.1.4 organizing, cleaning and ensuring inventory is properly stored in the various stock rooms.

3.2 At the time of a defined move and when requested by the Project Authority, the Contractor must prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move. Any damage is to be verified by the Project Authority, prior to the item being moved.

3.3 In the event of any damage or loss attributed to the Contractor during a move, the Contractor must repair or replace furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage, loss or if work is found to be unsatisfactory, it must be corrected at no additional cost to the client.

3.4 At the time of a requested move, the Contractor must familiarize itself with all the locations in which this work will likely occur in order to assess the docking, loading and unloading facilities and to become familiar with the various freight handling systems.

3.5 All work must be provided strictly in accordance with the hours of work conditions specified herein, and the time frames specified with each individual work order. The work schedule may be subject to change in the event of unforeseen circumstances and as authorized by the Project Authority

3.6 The Contractor must provide: transportation to and from the work sites for the Contractors' personnel; their tools and equipment; and all related materials and supplies required for the performance of the work under the contract at no additional cost to PCO.

3.7 The Contractor must be equipped to send and receive emails, and facsimile messages.

3.8 The Contractor must provide warehouse and storage space which shall include:

3.8.1 10,000 cubic feet of warehouse space, in the National Capital Region for storage of various screens, workstation systems, furniture and office equipment in the event of short

- term storage as requested. The Project Authority will provide 48 hours notice prior to needing the storage space.
- 3.8.2 Create, provide and maintain a computerized inventory of all material, equipment and furniture stored. The Contractor must provide inventory reports within twenty-four (24) hours when requested by the client. All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused on commercial racking for easy access.
 - 3.8.3 Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.
 - 3.8.4 Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods.
 - 3.8.5 The Contractor may be expected to deliver from the warehouse to client work sites small amounts of goods within two (2) hours notice and within twenty-four (24) hours for larger orders.
 - 3.8.6 The same time frames apply for components being returned to the warehouse for storage.
 - 3.8.7 The Project Authority (or designated replacement(s)) will be granted access to warehouse facilities at all times.

4. CONTRACTOR'S PERSONNEL

- 4.1 Personnel assigned to this work must be fully experienced/qualified movers, packers and installers. They must possess the knowledge related to the sequential library or registry packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations, including but not limited to: Hayworth, Teknion, Steelcase, Nightingale, Herman Miller, Corcan, Artopex and Global.
- 4.2 Personnel assigned to this work must be:
 - 4.2.1 able to read screen and floor plans and also furniture layouts;
 - 4.2.2 able to perform heavy lifting, bending, reaching on a daily basis;
 - 4.2.3 client service oriented, polite, and courteous; and
 - 4.2.4 able to work with minimum or no supervision.
- 4.3 Each move, regardless of how big or small, requires a Crew Supervisor. The Supervisor of each move crew should be able to communicate orally in both official languages (English and French).
- 4.4 Personnel must display the Contractor's name or logo on their outer garment(s) for identification purposes at all times during the effective work hours.
- 4.5 The Contractor's personnel must supply and wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required, and in accordance with the Canada Occupational Safety and Health Regulations.
- 4.6 The Contractor's personnel must contact the Contractor to advise if they are unavailable for work (illness, injury, etc) prior to 8:00a.m. of the workday. The Contractor must then notify the Project Authority by 8:15a.m. and must be able to provide a replacement (qualified and with a valid Secret Clearance) mover/installer by 11:00 a.m. if requested by the client.

5. EQUIPMENT/SUPPLIES

- 5.1 The Contractor must provide tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to PCO with the exception indicated in the Basis of Payment, Annex "B".

Example of what could be required:

- 4 wheel padded dollies;
- screen carts;
- electronic/computer carts;
- plastic library bins with lids and security ties;
- recyclable cardboard library boxes (2.2 cu. ft.);
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- Rolls of shrink wrap;
- Labels;
- Dollies; and
- Blankets/furniture pads

- 5.2 The Contractor must have available for usage, the necessary tool kits, consisting of the following at no additional cost to PCO:

Example of a suitable installer's tool kit:

- Robertson screwdrivers
- Philips screwdrivers,
- Two sizes of standard (flat head) screwdrivers
- Long needle nose pliers
- Vice grips
- Side cutters
- Metric and Imperial wrenches (complete sets)
- Rubber and Ballpeen hammers
- Cordless drill (Robertson screwdriver bits and Philips bits) with extra recharged batteries
- Metric and Imperial Allen keys (complete sets)
- 100-foot measuring tape

- 5.3 Additional tools may be required, depending on the requirement. The Crown will not be responsible for any loss or damage to the Contractor's equipment and/or tools left on site.

6. TRANSPORTATION

- 6.1 The Contractor may be required to provide up to two (2) trucks and drivers, with a minimum Gross Vehicle Weight Registered 6,800 kg. (5-ton), closed-in box type, with or without hydraulic tail gate, at least one (1) truck with a hydraulic tail gate, and must have access to one (1) additional truck with the same GVWR of 6,800 kg, with or without hydraulic tail gates, sufficient clean furniture pads in each truck and a walkboard as required.

- 6.2 The Contractor must be capable of providing additional vehicles upon request including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-needed basis.

- 6.3 The Contractor must ensure that all vehicles are clean and in good working order, and must be able to provide back-up vehicles in case of a breakdown and back-up drivers, at no additional cost to the client.

6.4 The Contractor may be required to have a forklift truck and roller jacks available for specific moves, when required by the client.

7. HOURS OF WORK

7.1 Normal working hours are 08:00 a.m. to 16:30 p.m. with a one (1) hour break period (unpaid) for lunch.

7.2 Overtime will be paid for Statutory Holidays which are regularly recognized by the Contractor and for which the Contractor compensates employees in addition to their regular wage.

7.3 Other than Statutory Holidays, there will be no premium paid for overtime unless the overtime is approved in advance and in writing by the Project Authority.

7.4 All Overtime will be paid based on the hourly rates for employee wages and will be applied at a rate of time and one half. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.

8. PROJECT MANAGEMENT

8.1 The Project Authority will contact the Contractor to discuss and arrange the specifics of a move (i.e. number of personnel, times/dates, location, etc) at least three (3) working days prior to a move. There may be occasions when the Contractor must provide the services within 24 hours notice.

8.2 The Contractor and the Project Authority will have bi-weekly communication to discuss contract status. Discussions may be via telephone, e-mail or in person.

ANNEX "B"
BASIS OF PAYMENT

Labour	Contract Period Year 1: (insert at contract award)	Option Year 1 Period: (insert at contract award)	Option Year 2 Period: (insert at contract award)	Option Year 3 Period: (insert at contract award)
Crew Supervisor	\$ /hour	\$ /hour	\$ /hour	\$ /hour
Movers/Installers	\$ /hour	\$ /hour	\$ /hour	\$ /hour
Vehicles, (includes driver acting as mover/ installer/supervisor)				
	Year 1	Option Year 1	Option Year 2	Option Year 3
Truck - 5 Ton with hydraulic lift	\$ /hour	\$ /hour	\$ /hour	\$ /hour
Equipment / Materials				
	Year 1	Option Year 1	Option Year 2	Option Year 3
Rental of plastic storage bins approximately 3.2 cubic feet	\$ /bin per day	\$ /bin per day	\$ /bin per day	\$ /bin per day
Storage				
	Year 1	Option Year 1	Option Year 2	Option Year 3
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	\$ /cubic ft per month	\$ /cubic ft per month	\$ /cubic ft per month	\$ /cubic ft per month

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 50000-14
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Privy council Office		2. Branch or Directorate / Direction générale ou Direction Administration / Inventory management Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Relocation, moving and storage services for the Privy council office		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat 50000-14
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D" INSURANCE REQUIREMENT

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Privy Council Office.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insured's: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

All Risk In Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$30,000 per shipment. Government Property must be insured on Replacement Cost (new).
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
 - b. Loss Payee: Canada as its interest appears or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Privy Council Office for any and all loss of or damage to the property however caused.

Warehouseman's Legal Liability Insurance

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$500,000. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Loss Payee: Canada as its interest may appear or it may direct.
 - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Privy Council Office for any and all loss of or damage to the property however caused.

All Risk Property Insurance

1. The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$500,000. The Government's Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Privy Council Office for any and all loss of or damage to the property however caused.

Additional Insurance

Notwithstanding the Contractor's requirement to maintain insurance pursuant to Annex "D", the Privy Council Office hereby reserves the right to make a special declaration for goods whose value exceeds the Contractor's limit of insurance coverage. Upon such a declaration, the Contractor must provide a separate estimate and the Privy Council Office must be responsible for the additional premium.

ANNEX "E"

Task Authorization Form				
Task Authorization #				
Amendment #				
Contract number				
Period of work				
Location				
Contact				
Section				
Phone #				
Instruction, Comments				
Description	Estimated level of effort/cubic feet	Firm Rate/day/hour	Estimated Number of days/hours	Estimated Cost
Sub-total (excluding tax)				
Taxes				
Total Estimated Cost (including tax)				
PCO Representative Signature			Date	

**ANNEX "F"
EVALUATION CRITERIA**

MANDATORY TECHNICAL CRITERIA

The experience of the Bidder must be for work carried out of an identical scope as described in the Mandatory Criteria, and 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.

Each requirement should be addressed separately and in detail.

Mandatory Resource Requirements		Met	Not Met	Cross-Reference in Proposal
M1	<p>The Bidder must provide four (4) movers with a security clearance at the SECRET level provided by CIISD. The Bidder must be able to provide movers cleared at this level <u>at bid closing and at all times during the Contract.</u></p> <p>Please indicate a minimum of four (4) employees proposed to provide services against any resulting contract and who possess security clearances, issued by CIISD, at the SECRET level.</p> <p><u>Name</u> <u>Date of Birth</u> <u>Security #</u></p>			
M2	<p>The Bidder must provide with their Proposal a detailed Bidder Profile including the following information:</p> <ul style="list-style-type: none"> • official company name; • year of incorporation, registration, etc.; • number of full-time employees; • name of principle(s) of company; and • email, telephone & fax numbers • full description of company's warehouse facilities including size, location, climate controls, structure materials and security system; • Company's approach to client complaints including, where to direct the complaint, how company investigates and resolves complaints, feedback to the client and process to ensure the problems do not reoccur. 			
M3	<p>The Bidder must have experience in moving and relocating office equipment and furniture. Please provide a list of at least three (3) projects completed within the past five (5) 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"> • the relocation of at least 10 offices; • the relocation of workstations contents; • the moving of suites and office furniture (non-system furniture); and • the relocation of other office furniture including but not limited to office equipment, filing cabinets, bookshelves, printers, fax machines, etc.; • the dismantling and installation of powered screens or integrated workstations, including but not limited to: Hayworth, Teknion, Steelcase, Nightingale, Herman Miller, Corcan, Artopex and Global; • involve workplace moves at the municipal, provincial, federal government level; 			
<p>M4</p>	<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; • number/description of resources assigned to the project; • description of the Offeror’s role on the project; • dollar value of the project; • name of the client organization. 			

**ANNEX "G"
PRICING SCHEDULE**

The Bidder is to complete the following table for all line items and calculate the Estimated Cost (Column C). In the event the Estimated Cost is not correctly calculated Column B will prevail.

The Bidder's total price is for evaluation purposes and does not represent a commitment on the part of Canada.

The total evaluated price is to be calculated as follows:

The Estimated Cost is to include the furnishing of all labour, materials, equipment, including tools, services, permit fees, and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Proposal. All costs for overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Contract amounts.

"Extras" will not be allowed. It is the responsibility of the Contractor to take into account traffic, weather and other common mitigating factors.

CONTRACT PERIOD – YEAR 1

Labour only - 7 days/week	A Estimated Time	B Year 1 Unit Rate	C Estimated Cost (A X B = C)
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
/			
Vehicles, (includes driver acting as a mover/ installer/supervisor)	Estimated Time	Year 1	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
/			
Equipment / Materials	Estimated Amounts	Year 1	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
/			
Storage	Estimated Space	Year 1	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
Total Evaluated Price for Contract Period - Year 1 (excluding tax)			\$

OPTION PERIOD - YEAR 1

Labour only - 7 days/week	A Estimated Time	B Option Period Year 1 Unit Rate	C Estimated Cost (A X B = C)
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
/			
Vehicles, (includes driver acting as a mover/ installer/supervisor)	Estimated Time	Option Period Year 1	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
/			
Equipment / Materials	Estimated Amounts	Option Period Year 1	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
/			
Storage	Estimated Space	Option Period Year 1	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
Total Evaluated Price for Option Period - Year 1 (excluding tax)			\$

OPTION PERIOD - YEAR 2

Labour only - 7 days/week	A Estimated Time	B Option Period Year 2 Unit Rate	C Estimated Cost (A X B = C)
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
Vehicles, (includes driver acting as a mover/ installer/supervisor)			
	Estimated Time	Option Period Year 2	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
Equipment / Materials			
	Estimated Amounts	Option Period Year 2	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
Storage			
	Estimated Space	Option Period Year 2	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
Total Evaluated Price for Option Period - Year 2 (excluding tax)			\$

OPTION PERIOD - YEAR 3

Labour only - 7 days/week	A Estimated Time	B Option Period Year 3 Unit Rate	C Estimated Cost (A X B = C)
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
/			
Vehicles, (includes driver acting as a mover/ installer/supervisor)	Estimated Time	Option Period Year 3	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
/			
Equipment / Materials	Estimated Amounts	Option Period Year 3	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
/			
Storage	Estimated Space	Option Period Year 3	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
Total Evaluated Price for Option Period - Year 3 (excluding tax)			\$

CONTRACT PERIOD – YEAR 1	\$
OPTION PERIOD - YEAR 1	\$
OPTION PERIOD - YEAR 2	\$
OPTION PERIOD - YEAR 3	\$
TOTAL EVALUATED PRICE (excluding tax): (i.e., sum of: Total Contract Period 1 + Total Optional Periods)	\$
TAXES:	\$
TOTAL:	\$