

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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 therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> HANGAR MOVE PROJECT	
<b>Solicitation No. - N° de l'invitation</b> W0103-156639/A	<b>Date</b> 2014-07-03
<b>Client Reference No. - N° de référence du client</b> W0103-156639	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-250-6505	
<b>File No. - N° de dossier</b> VIC-4-37016 (250)	<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 2014-07-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Sole, Mike	<b>Buyer Id - Id de l'acheteur</b> vic250
<b>Telephone No. - N° de téléphone</b> (250) 363-8444 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

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

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vic250

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**TITLE: 443 (MH) Squadron New Hangar Move**

**PART 1 - GENERAL INFORMATION**

**1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Requirement, the Basis of Payment, , the –Evaluation Criteria the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

**2. Summary**

Public Works and Government Services Canada (PWGSC), on behalf of the Department of National Defence (DND), require the relocation of 443 (MH) Squadron from various locations at Victoria International Airport to their new hangar at 9755 Willingdon Road, North Saanich, British Columbia in accordance with the Requirement at Annex A.

- a) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- b) The requirement is subject to a preference for Canadian goods and/or services.

**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.

**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>) 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 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

## 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

## 3. 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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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 ( )

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

name of former public servant;  
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

<b>Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?</b>	<b>Yes ( ) No ( )</b>
--	-----------------------

If so, the Bidder must provide the following information:

name of former public servant;  
conditions of the lump sum payment incentive;  
date of termination of employment;  
amount of lump sum payment;  
rate of pay on which lump sum payment is based;  
period of lump sum payment including start date, end date and number of weeks;  
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.

#### **4. 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

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

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.

#### **6. Bidders' Conference**

Not applicable to this requirement.

## 7. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for the site visit to be held at 443 (MH) Squadron, 1501 Kittyhawk Rd, North Saanich, BC V8L5V6 on 16 July 2014. The site visit will begin at 10:00 AM PDT in the Headquarters Building PB11 at the specified address.

Bidders must communicate with the Contracting Authority by email no later than 10:00 am 15 July 2014 to confirm attendance and provide the name(s) of the person(s) who will attend and specific directions will be provided to Bidders at that time. Representatives will be required to produce a piece of government issued photo identification to be allowed access to the site. Due to security and access requirements, Bidders will be limited to a maximum of two representatives attending the site visit.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 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 ( 3 hard copies)  
Section II: Financial Bid (1 hard copies)  
Section III: Certifications (1 hard copies)

**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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section I.i : Management Bid**

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

## **Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

**1.2 Exchange Rate Fluctuation**  
C3011T (2013-11-06), Exchange Rate Fluctuation

## **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, management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical and Management Evaluation**

Mandatory and point rated technical and management evaluation criteria are included in Annex C.

**1.2 Financial Evaluation**

**1.2.1 Mandatory Financial Criteria**

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

**2. Basis of Selection**

**2.1 Basis of Selection – Combination of Technical Merit (60%) and Price (40%).**

The selection of the contractor will be based on best value as determined by a ratio of 60% vs. 40% of the technical score and price, respectively. The highest technical score will receive the maximum points of 60 and the others prorated accordingly. The lowest priced proposal (must be technically acceptable) will receive the maximum points of 40 and the other proposals prorated. The highest total score when adding the technical points and the price points will be considered as representing best value. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 176 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 293 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

*EXAMPLE EVALUATION:*

	<i>Bid #1</i>	<i>Bid #2</i>	<i>Bid #3</i>
<i>Technical:</i>	<i>88 points</i>	<i>82 points</i>	<i>76 points</i>
<i>Price</i>	<i>\$60K</i>	<i>\$55K</i>	<i>\$50K</i>

*Calculation:*

<i>Bidder</i>	<i>Technical Points</i>	<i>Price Points</i>	<i>Total Points</i>
<i>Bid #1</i>	$88 \times 60 = 60.00$ * 88	**50 X 40 = 33.33 60	<i>93.33 points</i>
<i>Bid #2</i>	$82 \times 60 = 55.91$ 88	$50 \times 40 = 36.36$ 55	<i>92.27 points</i>
<i>Bid #3</i>	$76 \times 60 = 51.81$ 88	$50 \times 40 = 40$ 50	<i>91.81 points</i>

\* *Highest technical score.*

\*\* *Lowest price proposal*

*EXAMPLE: Award to Bid #1 (Highest total score taking into consideration 60% technical and 40% price)*

## **PART 5 - CERTIFICATIONS**

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.

### **1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid**

#### **1.1 Certifications Required Precedent to Contract Award**

##### **1.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

- **Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.**

- **Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner.**

- **Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.**

If the required names 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 provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that the Bidder provide properly completed and signed consent forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.

##### **1.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

## 1.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

**The Bidder certifies that:**

(  ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

#### 1.2.1.1. SACC Manual clause [A3050T](#) (2010-01-11) Canadian Content Definition

### 1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### 1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement

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## **PART 6 - SECURITY AND OTHER REQUIREMENTS**

### **1. Security Requirement**

Not applicable to this requirement.

### **2. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D.

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **1. Requirement**

The Contractor must provide moving services in accordance with the Requirement at Annex A and the technical and management portions of the Contractor's bid dated: *(to be inserted on award)*.

### **1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

### **1.3 Task Authorization Limit**

The Project Authority may authorize individual TAs up to a limit of **\$40,000.00**. Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any TA to be issued in excess of that limit must be authorized by the Contracting Authority before Issuance.

### **1.4 The Task Authorization (TA) Process**

Any Task required to be performed under this Contract will be recommended and authorized by the Project Authority and (where applicable) the Contracting Authority, as follows, using the Task Authorization Form (DND626) attached hereto as Annex E.

#### **1.4.1 Move Management Pre-Planning**

Once the Contract has been awarded, the Project Authority will contact the Contractor's Project Manager to review all the Move-in and Move-out facilities to confirm the scope of work. The move planning must be initiated with a site visit no later than within two (2) weeks of initial contract award. The Contractor's Project Manager (or Coordinator) will visit the move site(s) and perform a site visit to finalize the scope of the move.

The first Task authorized will be the detailed move planning, as per Annex A3.0, Scope.

#### **1.4.2 TA's for Moves**

Once the move pre-planning has been completed, the Project Authority will initiate each move, which could be from a single Move-from site or from multiple sites according to the following process

##### **1.4.2.1 Review of the Site(s)**

The Task Authorization Process for each Move must be initiated with the site visit no later than three (3) weeks prior to each move. The Contractor's Project Manager (or Coordinator) will visit the move site(s) and perform a site visit to finalize the scope of the move. The Contractor's Project Manager (or Coordinator) along with the Project Authority will finalize an inventory list of all the goods to be moved and make note of the condition of the goods on the list, with appropriate pictures, verifying that everything is completely listed. As well, the Contractor's Project Manager (or Coordinator), along with the Project Authority, will physically inspect all items prior to the move and keep track of any special instructions, including the loading/off-loading sequence.

##### **1.4.2.2 Draft Statement of Work**

Within three (3) working days of the site visit, the Contractor's Project Manager must provide the Project Authority with a draft Statement of Work detailing each task to be performed and including

the required services and schedule of delivery. The said Statement of Work is to be provided on, or attached to, the TAF (Annex E). The draft Statement of Work must detail all aspects of the proposed work and activities for that move:

- a) in advance of the move (planning, communications, coordination, etc.);
- b) just prior to the move (booking of elevators, etc);
- c) during the move; and,
- d) after the move.

The Project Authority will confirm this draft and recommend any changes within two days.

#### **1.4.2.3 Contractor's Detailed Response**

Once the Statement of Work for the move has been finalized and approved by the Project Authority, the Contractor must prepare and submit to the Project Authority the completed Task Authorization Form, along with the Contractor's detailed proposal for carrying out the task, including:

(a) the Technical and Management Proposal outlining the proposed approach and methodology to meet the Task Authorization requirement, and a detailed breakdown of personnel, equipment, hours required, and planned loading and off-loading sequence for the move, etc. and,

(b) The Cost Proposal based on the rates and prices from Annex B, Basis of Payment, making up a ceiling price which will include all of the above.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.

#### **1.4.2.4 Issuance of the Task Authorization**

Upon review and acceptance of the Technical, Management and Costs proposals, the Project Authority (or the PWGSC Contracting Authority) will provide written authorization to proceed by issuing the Task Authorization to the Contractor. The Contractor will then proceed with the move in accordance with the terms and conditions of the Contract.

The Contractor must not carry out any move operations, nor will it be reimbursed for any work on any task related to this Contract, until it has received a Task Authorization signed by either the Project Authority or the PWGSC Contracting Authority, as applicable.

The Contractor is responsible for moves undertaken under this Contract according to the move plans agreed upon by the Contractor and the Project Authority. Occasional requests by the Project Authority for moves or changes to the agreed upon moves plan on an "as and when requested" basis must also be accommodated by the Contractor. These requests will follow the same Task Authorization process detailed above.

#### **1.4.5 Division of Responsibility**

The Contracting Authority is responsible for the administration of the Contract. The Project Authority is responsible for the approval of the Task Authorizations, although any TA above the value stipulated in 7.1.3 must be approved and signed by the Contracting Authority.

The Project Authority must send the Contracting Authority a copy of each Task Authorization.

### **1.5 Minimum Work Guarantee - All the Work - Task Authorizations**

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 5%.

2. 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 total 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.

#### **1.6 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by 443(MH) Squadron. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### **2. 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.

##### **2.1 General Conditions**

[2035 \(2014-06-26\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### **3. Security Requirement**

There is no security requirement applicable to this Contract.

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to December 31, 2014 inclusive.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Mike Sole  
Title: Supply Specialist  
Organization: PWGSC Pacific Region Acquisition Services - Victoria  
Address: 401- 1230 Government Street  
Victoria, B.C. V8W 3X4  
Telephone: (250) 363-8444  
Facsimile: (250) 363-0395  
[Mike.Sole@pwgsc.gc.ca](mailto:Mike.Sole@pwgsc.gc.ca)

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File No. - N° du dossier  
VIC-4-37016

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vic250  
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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:

*(to be inserted on award)*

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

Suppliers must complete the table below and submit with their bid.

Contact for:	Name	Telephone	Email
Contractual issues			
Delivery issues			
Invoicing issues			

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of CAD **\$120,000.00**. Customs duties are excluded and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

### **7.3 SACC Manual Clauses**

H1001C (2008-05-12) Multiple Payments

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

C0711C (2008-05-12) Time Verification

## **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;
2. Invoices must be distributed as follows:
    - The original and one (1) copy must be forwarded to the following address for certification and payment.  
  
443 (MH) Squadron  
  
National Defence  
  
P.O. Box 17000 Station Forces, Victoria, BC V9A 7N2
    - One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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. Applicable Laws

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

## 11. 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 2035 (2014-06-26), General Conditions - Higher Complexity – Services;
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_.

## 12. Defence Contract

*SACC Manual* clause [A9006C](#) (2012-07-16) Defence Contract

## 13. SACC Manual Clauses

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A9062C (2011-05-16) Canadian Forces Site Regulations

## 14. Insurance Requirements

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.

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.

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

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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.

## **ANNEX "A"**

### **REQUIREMENT**

#### **A1.0 TITLE**

Department of National Defence – 443 (MH) Squadron New Hangar Move

#### **A2.0 BACKGROUND**

443 Maritime Helicopter Squadron will move from their current locations to their New Hangar Facility.

#### **A3.0 SCOPE**

##### **A3.1 General Requirements**

Public Works and Government Services Canada (PWGSC), on behalf of the Department of National Defence, require the relocation of 443 (MH) Squadron from various locations at Victoria International Airport to their New Hangar at 9755 Willingdon Road, North Saanich, British Columbia.

IN ORDER TO MAINTAIN MILITARY 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.

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested" basis using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

The relocation will entail several general offices, one aircraft hangar, two warehouses, ancillary structures and approximately 250 people. Each move may include but is not limited to, staff office content materials, closed office furniture, general filing and storage cabinets, computers and peripherals and office equipment. The relocation may also involve moving surplus furniture, file cabinets and storage room contents to various locations for reuse or disposal. In addition, this relocation will also include heavy aircraft components, precision tools and diagnostic equipment. Moves will include dismantling of metal shelving, cabinetry and storage systems and reassembling, or relocating to the new site or disposal site.

The Scope of this work includes all aspects of the planning and delivery of the 443 (MH) Squadron New Hangar Move Project. This project will comprise a series of moves to relocate 443 (MH) Squadron from existing facilities to the new location. The number of moves, the number of staff members and scope of material being relocated per move will be proposed by the Contractor's Project Manager during the initial planning meetings after consultation with the 443 (MH) Squadron Transition project team. The Contractor must have the capacity to respond to and incorporate urgent requests within the Contract timeframes. The Contractor must also be able to conduct continuous service delivery until completion of identified task(s), which at times may entail extended service hours, with reasonable notice.

The specific and detailed scope of each move will be itemized at the time of issuance of the Statement of Work and Task Authorization for the specific move.

In general, the move is expected to take place in five phases:

<b>Phase</b>	<b>Tentative Schedule Description</b>	<b>Estimated Dates</b>
--------------	---------------------------------------	------------------------

Phase 1	Assessment and Pre-Pack	August 2014
Phase 2	IT/Supply Move/ACS (TBC)	Mid August 2014
Phase 3	Headquarters Move	September 2014
Phase 4	Hangar Move	Mid October 2014
Phase 5	Ancillary Move	October/November 2014

### A3.2 Area of Coverage

The relocations will originate from 1501 and 1593 Kittyhawk Road, North Saanich, British Columbia, within less than one kilometer of the destination. It is anticipated that many of the moves will originate from more than one building.

### A4.0 DESCRIPTION OF BUILDINGS

#### A4.1 General

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

#### A4.2 Washrooms

Washrooms for use of Contractor personnel will be assigned for use in all locations.

#### A4.3 Contractor Personnel Parking

Parking for Contractor Personnel will be coordinated as required.

#### A4.4 Descriptions of "Move-from" Locations

LEGEND ITEM	DESCRIPTION OF INPUTS
Location #	Address. Buildings may be added or deleted from this list.
Floors	Number of floors in building.
Distance From Destination	Approximate one way distance from 9755 Willingdon Road.
Route	Route used to estimate the distance noted above.
Numbers of Staff Moving	Approximate number of staff moving. This number is subject to change. Numbers of staff, contents, equipment, case goods and others will be confirmed during the Task Authorization process. Staff designated to move from one location, may not all move at the same time.
Loading Dock Area	Descriptions are for general information. All dimensions and conditions to be verified on site by Contractor.

Location #1	PB11 – Old Headquarters
Floors	3
Distance From Destination	< 1 km
Route	n/a
Numbers of Staff Moving	28 Offices, 1 Gym/Fitness Area/Locker Room, Lounge 35 Personnel
Loading Area	TBD

<b>Location #2</b>	<b>PB17 – Old Hangar</b>
Floors	2 + Interior Hangar, Exterior Hangar and POL Shed
Distance From Destination	< 1 km
Route	n/a
Numbers of Staff Moving	31 Offices, Aircraft Hangar, Exterior Equipment, Tool Crib, Repair Shops, Tool Containers, Tools, Administrative Areas 209 Personnel
Loading Area	TBD

<b>Location #3</b>	<b>PB117 – Supply 1</b>
Floors	1 – Open Floor Quonset Hut
Distance From Destination	< 1 km
Route	n/a
Numbers of Staff Moving	~4000 cf of Aircraft Spares Supply Bins and Racks 3 Personnel
Loading Dock Area	TBD

<b>Location #4</b>	<b>PB116 – Supply 2</b>
Floors	1 – Open Floor Quonset Hut
Distance From Destination	< 1 km
Route	n/a
Numbers of Staff Moving	~8000 cf of Aircraft Spares Supply Bins and Racks 3 Personnel
Loading Dock Area	TBD

#### **A4.5 ITEMS NOT BEING MOVED BY THIS CONTRACT**

Items not to be moved, under this contract, will be clearly marked with red tape and are not to be packed, loaded or moved.

#### **A5.0 MOVE MANAGEMENT SERVICES**

Under the authority and supervision of the 443 (MH) Squadron Transition project team, planning and preparation of the relocation is the responsibility of the Contractor. The Contractor's Project Manager is expected to be the principal contact for the 443 (MH) Squadron Transition project team and is responsible for managing the complete planning and implementation of the move. The Move Management Team of the Contractor must be comprised of the Project Manager, Communication Manager (or equivalent) and two to three Project Coordinators. The resource requirements for each stage of the Project will be outlined by the Project Manager in the Move Management Plan and approved by the 443 (MH) Squadron Transition project team. Each member of the Contractor's Move Management Team will need to have excellent communication skills, as they will work in an environment of cooperation with various departmental subsidiaries and contractors for the Department of National Defence/Canadian Armed Forces and the Victoria Airport Authority employees.

The general move management services that the Contractor's Move Management Team must provide will include, but is not limited to, the following tasks:

- Provide complete project management services for the physical relocation by working closely with the various involved parties and taking complete responsibility of the move;
- Participate in, record and lead the strategic planning sessions and other meetings required for the move;
- Numbering protocols will follow the system prepared by the client department for each phase.

#### **A5.1 Move Coordinating Activities:**

Following are suggested Move Coordinating Activities; the Contractor's Project Manager is expected to provide a Move Management Plan incorporating these activities or suggesting alternates. The Contractor's Project Manager is expected to lead and plan these activities, which will be performed in conjunction with various parties.

<b>Move Coordination Activities</b>	<b>Planned Date</b>
443 (MH) Squadron Move Coordinator's Kick-off Meeting with 443 (MH) Squadron Transition project team	Within 2 wks of Contract award
Move Plans to be completed by Move Coordinator with General Contractor, and 443 (MH) Squadron Transition project team	TBD by phase
Send Move Packages to User Group	2-3 wks before each move
Deliver Move Bins and labels	1-4 wks before Each move

#### **A6.0 MOVING SERVICES**

Moves of various types and sizes are being considered for this project. The actual scope will be provided with each of the specific move Task Authorizations on an "as and when required" basis. Individual moves may originate from more than one location. As such, the Contractor is expected to provide the crews, vehicles and equipment required to complete the moves in the times allocated for the moves.

#### **A7.0 SCHEDULING AND MOVING SEQUENCE**

The Contractor's Project Manager (or Coordinator) shall finalize the details of each Move with the Departmental Representative as part of the Task Authorization process. However, it is the sole responsibility of the Contractor's Project Manager to execute each move and to assure that it meets with agreed upon timeframes and service levels.

However, projected dates for the relocations are dependent on the construction schedule and 443 (MH) Squadron's operational requirements, and as such, must remain flexible.

The Contractor is responsible for adhering to the following requirements for all unless otherwise authorized by the Departmental Representative.

#### **A8.0 PERFORMANCE REQUIREMENTS FOR MOVING SERVICES**

##### **A8.1 General**

The following performance requirements are common to all moves for this Contract.

Moves will be operated under the auspices of this Contract using the unit rates detailed in Annex "B".

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

Relocation services will include, but will not be limited to, the moving of office furniture, case goods, office equipment, computers and peripherals, printers, fax machines, filing cabinets, records, bookcases, kitchen appliances such as refrigerators, microwaves etc. Packing in approved containers, provided by the Contractor, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling plus clean-up at the end of each move will also form part of the Contract. Generally, office contents will be packed and labeled by the client, however some exceptions may apply.

The client will empty upper filing cabinets contents to bottom two drawers or additional bins. Bottom two drawers may remain full and must be secured closed.

During and on completion of the move, the Contractor must collect and remove all move related rubbish, crates and materials from the premises. The Contractor must be responsible for keeping the area safe and clean at all times

The Contractor must adhere to all site, emergency, fire, safety, and security regulations at the work site.

## **A8.2 Moving Specialized Equipment, Fragile Items**

Special handling will be required for any items designated as Specialized Equipment and Fragile Items and Workplace Hazardous Materials. This includes, but is not limited to, such items as cultural property, projection screens, mirrors, framed pictures, artwork, specialized furniture pieces, precision instrumentation and tools. For any such items, the following applies; the Contractor must 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.

Prior to anchoring and installing racking or shelving equipment at the New Hangar, slab and wall scans must be conducted by the Contractor, in close coordination with DCC and BCEO, to ensure the absence of sub-surface cabling, duct work or structural steel, in slab.

### **A8.2.1 Computers and Peripherals, KVM Switches (Keyboard Video and Mouse), Monitors, Printers, Fax Machines and Scanners**

Moves of these equipment items are a priority and must be completed at the beginning of each move ahead of the rest of the contents.

443 (MH) Squadron will physically disconnect the computers, monitors, printers, faxes and other peripherals from their existing connections. Small peripherals such as a mouse or cables and patch cords are to be bagged and labeled (by 443 (MH) Squadron) in plastic bags with a Ziploc type seal provided by the contractor.

The Contractor will transport all of the above noted computers and equipment to the new destination as instructed in the Task Authorization. Use of computer carts is permitted, however additional protection is required for all flat screens to prevent damage during handling and transportation.

At the destination, the Contractor will unload all equipment as instructed in the Task Authorization. 443 (MH) Squadron will unpack all computers and peripherals.

The equipment is to be placed as per the furniture layout plans provided by the Departmental Representative.

#### **A8.2.2 Other Electronic Equipment**

For these items, the Contractor must 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 stereos, televisions, DVD players, VCR players, smart boards, other teleconferencing and videoconferencing equipment, radios, clocks, small kitchen appliances, etc.

#### **A8.2.3 Safes/Secure Documents**

Safes will be inventoried locked and secured by 443 (MH) Squadron prior to moving. All secure documents will be escorted by DND personnel. Contractor to confirm their vehicle insurance permits DND personnel to travel in their vehicles.

#### **A8.2.4 Appliances**

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

#### **A8.2.5 Art Objects and Articles of Extraordinary Value**

Packing of items designated as "art objects" or "articles of extraordinary value" must be packed only in the presence of the Departmental Representative. For any such items, the Contractor must follow any special packing instructions if provided. Such items shall be clearly marked in advance.

#### **A8.2.6 Toxic industrial chemicals/materials**

All toxic industrial chemicals/materials (TICs/TIMs), workplace hazardous materials, petrol, oil, lubricants (POL) and explosives will be moved in accordance with all applicable federal, provincial and civic guidelines.

#### **A8.3 Contractor Furnished Equipment, Materials, and Supplies:**

The Contractor must supply all equipment, including but not limited to vehicles, carts, dollies, plastic moving bins (minimum 30" X 24"), library carts, and cardboard packing boxes (2.2 cu. ft.) as required for each move and as per unit rates provided in Annex "B". The Contractor must ensure that it has readily available (within 4 hours) back-up vehicles, in case of breakdown at no additional cost to Canada.

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

- Corner protectors;
- Floor protection (i.e. aspenite or equivalent);
- Packing material (including but not limited to newsprint, bubble wrap, shrink wrap, etc.);
- Labels;
- Blankets/furniture pads;
- Rolls of tape.

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 must 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.). All packing materials and supplies provided must conform to standard industry practice for packing and moving services.

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

The Contractor must be prepared to provide the necessary personnel, vehicles and equipment to achieve the move in a safe and efficient manner and in compliance with the schedule.

#### **A8.4 Wrapping and Packing (The extent of wrapping and unpacking will be determined through the Task Authorization process).**

When preparing items for transport, the Contractor must 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. The following is the expected, general procedure for packing items and/or preparing items for transport:

- Establish a work area in a room that allows easy access to the majority of the items to be packed and/or moved.
- Cover floors as necessary with drop cloths or canvas to protect the surface while work is in progress.
- Keep packing materials together; do not allow them to become scattered throughout the working area.
- All boxes, containers, and packing materials must be dry, clean, in sound condition, free of substances that might damage the contents, and of sufficient strength to protect the contents.
- Special care and handling is to be taken when packing and moving such items as computer equipment, chinaware, glassware, kitchenware, electrical appliances, books and similar items.
- Use appropriate measures for the protection of flat screen monitors. (TV and Computers)
- As necessary, disassemble large or bulky items if this can be done without damage to the items. 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.
- For any fragile items that may be packed by the Contractor, the packaging must be clearly marked to identify that the contents are fragile. The packaging must also be marked to indicate which side is to be opened to unpack the item(s). Any packages containing glass (mirrors, glassware, etc.) must be marked to indicate that glass items are enclosed.
- Legs or other articles removed from furniture must be properly wrapped, bundled together, clearly identified, and listed separately on the Inventory List for the location from where they were moved.
- When all items have been packed and removed from a location, the Contractor must walk through the location with the Departmental Representative to ensure that all items to be moved have been accounted for.

- Once it has been determined that the Contractor has removed from the premises all items being moved, the Contractor must clean up the premises and remove all debris that remains.

The Contractor must not;

- touch lampshade coverings or other items which could suffer stains, without protective wear; or place any other items in cartons with lampshades or load any boxes beyond their capacity.
- pack heavy pieces with china, glassware or other breakable items without approval of the Departmental Representative;
- use newsprint as a packing medium.

### **A8.5 Moving of Items**

Protection of Buildings and Property - The Contractor must 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 must take the necessary precautions (e.g., pads, drop cloths, mats, etc.) to protect facilities and property during the move.

Loading/Unloading Areas - Contractor must use only the loading and unloading areas approved by the Departmental Representative. Contractor vehicles must be parked only in approved areas. The Contractor must 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 Departmental Representative. There may be occasions where these areas will be shared with other users.

Breaks - Contractor personnel must coordinate their break times so that breaks do not occur at times when vehicles are only partially loaded or unloaded.

Weather and Other Conditions - The Contractor must 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.

### **A9.0 STAFF / PERSONNEL REQUIREMENTS**

#### **A9.1 General**

The Contractor must 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 must be experienced and competent in the performance of the specific tasks to which they are assigned.

The Departmental Representative 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 section A9.0 or due to employee(s)' inappropriate actions in accordance with the client's site regulations.

1. 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: office relocations; general office and file room packing, relocation, and unpacking; double tagging, records packing, relocation, and unpacking; mobile and fixed shelving systems disassembly, relocation, and re-assembly; and fragile/damaged collections material and artifacts relocation.

2. The Contractor must be able to provide a qualified Crew Supervisor to provide information sessions for the Project Authority & delegated staff. Sessions will be on an "as and when required" basis as determined by the Project Authority. The sessions would include but not be

limited to how the move will be handled, proper packing and labeling moving bins, recommended site preparation for receiving goods, question and answer period, etc.

3. 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 Departmental Representative's requests.

4. Contractor must ensure that drivers are licensed to operate the required motor vehicles.

5. Crew supervisors assigned to this Work must be able to read floor plans.

6. All staff provided by the Contractor must be uniformed appropriately with 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 may be asked to verify their identity by providing a government issued photo ID. Failure to produce the requested identification will result in removal from the work site.

7. 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.

8. Moving staff will not require mandatory security clearances. DND will provide required escorts to supervise moving staff.

#### **A9.2 Standards of Conduct.**

The Contractor must maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and must be responsible for taking such disciplinary action with respect to employees as required. The Contractor's employees who perform services under this contract must always be in a uniform identifying them as employees. Each Contractor employee is expected to adhere to normal office standards of conduct. The Departmental Representative 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 must immediately replace such an employee to maintain continuity of services at no additional cost.

Neglect of duties must 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 to cooperate in upholding the integrity of the work site security. Contractor employees must be on site only for performance of contractual duties and not for other business or personal purposes.

Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions or fighting must not be condoned. Additionally, Contractor employees must not participate in disruptive activities, which interfere with normal and efficient Client operations.

While performing services under this Contract, Contractor employees must at no time engage in the following activities, including but not limited to:

- Smoking anywhere other than in designated areas;
- Arriving at the facility in possession of, under the influence or apparent influence of drugs or alcohol, or even with alcohol on the breath or scent of illicit drugs;
- Consuming alcoholic beverages on the job;
- Using unassigned washrooms without permission;
- Using government telephones without prior approval from the Departmental Representative
- Engaging in prolonged discussions or arguments regarding the job;

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- Performing any work for the client not specified in this contract without approval of the Departmental Representative;
- Requesting or accepting any articles or currency as a gratuity for Work performed under this contract.
- Disconnecting or connecting any gas appliances;

### **A9.3 Hours of Work:**

Weekday/Weekend moves

Normal working hours will be from 8:00 hours to completion of required services, including weekends and holidays. At times, with reasonable notice, other hours of work may be required.

**ANNEX B**

**BASIS OF PAYMENT**

**B1.0 CALCULATION OF ESTIMATED COST OF EACH TASK AUTHORIZATION**

Each move will be priced by the Contractor prior to the move using unit rates provided in this annex. Once the price for the specific move has been established and accepted as fair and reasonable by Canada, the Contractor will be issued a Task Authorization to carry out the specified work.

**B1.1** All costs for overhead, profit, financing, general requirements, contingencies, etc. must be built into these unit rates.

**B1.2** The Contractor must include in their unit prices the costs of all items detailed in Annex "A",

**B1.3** Unit rates must be valid for the duration of the Contract.

**B2.0 PRICING FOR MOVE MANAGEMENT**

This is for the Move Management Services as described in Annex 'A'

<i>The estimated quantities and extended totals are for evaluation only and will not form part of the Contract. Actual quantities will be established through the TA process.</i>	<b>Estimated Quantity (A)</b>	<b>Unit Rate (B)</b>	<b>Extension (A x B)</b>
<b>Move Management Services</b>			
i) Contractor Project Manager	75 hours	\$ /hr	\$
ii) Contractor Project Coordinator(s)	100 hours	\$ /hr	\$
	<b>TOTAL (B2.0)</b>		\$

**B3.0 PRICING BY MOVE**

<i>The estimated quantities and extended totals are for evaluation only and will not form part of the Contract. Actual quantities will be established through the TA process.</i>	<b>Estimated Quantity (A)</b>	<b>Unit Rate (B)</b>	<b>Extension (A x B)</b>
<b>Labour (7 days/week including holidays and after hours work)</b>			
i) Crew Supervisors	200 hours	\$ /hr.	\$
ii.) Moving technicians	400 hours	\$ /hr.	\$
iii) Furniture installer / technicians	60 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	200 hours	\$ /hr.	\$
ii) Tractor trailer, with driver, acting as moving technician.	150 hours	\$ /hr.	\$

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iii) Truck with a minimum gross Vehicle Weight registered 6,800 kg, with or without hydraulic lift, including driver, acting as moving technician	200 hours	\$ /hr.	\$
<b>Equipment/Materials</b>			
4-wheeled padded dollies	150 dolly days	\$ /dolly/day	\$
Plastic bins, approx. 30" x 24"	2,000 bin days	\$ / bin/ day	\$
Computer Carts	40 cart days	\$ /cart/ day	\$
Cardboard boxes min 2.2 cf.	500 boxes	\$ /box	\$
	<b>TOTAL (B3.0)</b>		\$

Total Price (B2.0) + (B3.0) shall be used for the purpose of financial evaluation.

**ANNEX C  
EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1.0 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.

**2.0 Mandatory (M) Technical Criteria**

No.	Mandatory Criteria	Met? Y/N
M1	<b>Bidder's company</b> has demonstrated experience in minimum of three (3) large projects that are similar in size, scope and complexity completed within the past five (5) years. For a project to qualify for evaluation, it must involve the moving of a minimum of one hundred and fifty (150) personnel and their related components, must involve multiple (>3) locations per project, and must involve multiple (>3) phased moves per project.	
M2	<b>Bidder's proposed Project Manager</b> has demonstrated experience in minimum of three (3) large projects that are similar in size, scope and complexity completed within the past five (5) years. For a project to qualify for evaluation, it must involve the moving of a minimum of one hundred and fifty (150) personnel and their related components, must involve multiple (>3) locations per project, and must involve multiple (>3) phased moves per project.	
M3	<b>Bidder's proposed Move Coordinators (2) EACH</b> have demonstrated experience in minimum of three (3) large projects that are similar in size, scope and complexity completed within the past five (5) years. For a project to qualify for evaluation, it must involve the moving of a minimum of one hundred and fifty (150) personnel and their related components, must involve multiple (>3) locations per project, and must involve multiple (>3) phased moves per project.	
	COMPLIANT WITH ALL? Y/ N	

Bidder's not demonstrating compliance with ALL of the Mandatory technical criteria will be deemed non-responsive and not evaluated further.

**2.1 Point Rated (PR) Technical Criteria**

PR 1-8 are based on Corporate experience.

PR 9-11 are based on proposed Personnel experience separate from Corporate experience.

**2.1.1 EXPERIENCE**

No.	Point – Rated Criteria	Rating Scale	Score
PR1	<p><b>Bidder's Experience – Moving of Personal Computers and Peripheral Devices</b>  <i>(The Bidder must have experience in moving of personal computers and associated peripheral devices, printers, fax machines, etc.)</i></p> <ul style="list-style-type: none"> <li>- It is required that the Bidder provide a list of 3 projects (that are similar in size, scope and complexity) completed within the past five (5) years to substantiate the above. For a project to qualify, it must involve the moving of a minimum of sixty (60) personal computers and associated peripheral devices, printers, fax machines, etc. per project. If more than three projects are listed, only the first three will be evaluated.</li> </ul> <p>A table-style format shall be used to capture ALL 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 moving of personal computers and associated peripheral devices, printers, fax machines, etc.;</li> <li>- duration of the project – start and completion dates;</li> <li>- number/description of resources assigned to the project;</li> <li>- description of the Bidder's role on the project;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization</li> </ul> <p><b><i>Bidders will be allocated up to three points for each qualifying project to a maximum of 9 points.</i></b></p>	0-9points	
PR2	<p><b>Bidder's Experience – Assembling/Disassembling Systems, etc.</b>  <i>(The Bidder must have experience assembling and disassembling, office furniture, boardroom tables, etc.)</i></p> <ul style="list-style-type: none"> <li>- It is required that the Bidder provide a list of 3 projects (that are similar in size, scope and complexity) completed within the past five (5) years to substantiate the above. For a project to qualify for evaluation, it must involve the moving of a minimum of sixty (60) personnel and their related furniture systems per project. If more than three projects are listed, only the first three will be evaluated.</li> </ul> <p>A table-style format shall be used to capture ALL 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 assembling and disassembling office furniture, boardroom tables, etc.;</li> <li>- duration of the project -start and completion dates;</li> <li>- number/description of resources assigned to the project;</li> <li>- description of the Bidder's role on the project;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization.</li> </ul>	0- 9 points	

	<p><b><i>Bidders will be allocated up to three points for each qualifying project to a maximum of 9 points.</i></b></p>		
PR3	<p><b>Bidder's Experience – Managing Large Move Projects</b>  <b><i>(The Bidder must have experience in move projects involving multiple phased moves including the relocation of office contents, and the dismantling, relocating and installing of office equipment and furniture.)</i></b></p> <ul style="list-style-type: none"> <li>- It is required that the Bidder provide a list of three projects (that are similar in size, scope and complexity) completed within the past five (5) years to substantiate the above. For a project to qualify for evaluation, it must involve the moving of a minimum of one hundred and fifty (150) personnel and their related components, must involve multiple (&gt;3) locations per project, and must involve multiple (&gt;3) phased moves per project. If more than three projects are listed, only the first three will be evaluated.</li> <li>- A table-style format shall be used to capture ALL projects, with separate columns for each of the following: <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 office contents, and the dismantling, relocating and installing of office equipment and furniture;</li> <li>- duration of the project – start and completion dates;</li> <li>- number/description of resources assigned to the project;</li> <li>- description of the Bidder's role on the project;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization .</li> </ul> </li> </ul> <p><b><i>Bidders will be allocated up to fifteen (15) points for each qualifying project to a maximum of forty five (45) points.</i></b></p>	0-45 points	

**F.2.1.2 APPROACH / METHODOLOGY**

<p><b>PR4</b></p>	<p><b>Bidder's Move Management Approach and Practices</b></p> <p>It is required that the Bidder outline in detail their Move Management approach and how it ensures that clients receive quality service. Bidder must also indicate how it ensures and controls the quality of service from Personnel. The Bidder's response must address each of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. Outline your approach for general moves.</li> <li>2. Outline your typical move management plan.</li> <li>3. Outline your communication plan &amp; stakeholder engagement plan</li> <li>4. Outline your staff training practices;</li> <li>5. Outline your role in commissioning process</li> <li>6. Outline your provisions for security.</li> <li>7. Detail your Quality Assurance Plan.</li> </ol> <p><b><i>Bidders will be allocated up to five points each to a maximum of 35 points.</i></b></p>	<p>0-35 points</p>	
<p><b>PR5</b></p>	<p><b>Bidder's Approach to Client Complaints</b></p> <p>The Bidder must detail their approach with respect to dealing with and processing a client's complaint. The Bidder's response must address each 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 method(s) used to communicate 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><b><i>Bidders will be allocated up to two (2) points each to a maximum of 10 points.</i></b></p>	<p>0-10 points</p>	

**F.2.1.3 BIDDERS' APPROACH TO THE OGD RELOCATION REQUIREMENT**

<p><b>PR6</b></p>	<p>Understanding of the Requirement</p> <p>The Bidder must demonstrate a clear understanding of the goals, objectives, issues, challenges and opportunities with respect to the Move Project. The Bidder's response must address each of the following Assessment Criteria</p> <p>The Bidder must:</p> <ol style="list-style-type: none"> <li>1. Identify and describe in their own words the goals and objectives of the Move Project as they understand it; (4 points)</li> <li>2. Given the requirements as defined in Annex A, identify and describe some of the issues and challenges related to the Contract and facing the OGD with respect to the requirement; (8 points)</li> <li>3. Discuss the key success factors which should be considered in order to address these issues and challenges. (8 points)</li> </ol> <p><b><i>Bidders will be allocated up to a maximum of twenty (20) points as specified above.</i></b></p>	<p>0- 20 points</p>	
<p><b>PR7</b></p>	<p>General Strategy and Work Plan</p> <p>It is required that the Bidder demonstrate how it intends to meet the requirements outlined in Annex A</p> <ol style="list-style-type: none"> <li>1. In response to Annex A, parts A6 to A8, describe each aspect of the proposed moving services delivery; (40 points)</li> <li>2. Provide in detail how the Bidder proposes to manage contract service delivery and quality assurance. ( 10 points)</li> </ol> <p><b><i>Bidders will be allocated up to a maximum of fifty (50) points as specified above.</i></b></p>	<p>0- 50 points</p>	

<p><b>PR8</b></p>	<p>Experience Moving Large Quantities of Classified Material/Equipment  <b><i>(The Bidder must have experience in moving of large volumes of classified material/equipment .)</i></b></p> <ul style="list-style-type: none"> <li>- It is required that the Bidder provide a list of two (2) projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above. For a project to qualify, it must involve the moving of a minimum of two (2) tonnes of classified paper based materiel or classified physical hardware/equipment. If more than two projects are listed, only the first two will be evaluated.</li> </ul> <p>A table-style format shall be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>- name of the project;</li> </ul>	<p>0- 20 points</p>	
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	<ul style="list-style-type: none"> <li>- summary description of the services provided relative to moving of designated information (protected/classified) or equipment;</li> <li>- duration of the project – start and completion dates;</li> <li>- number/description of resources assigned to the project;</li> <li>- description of the Bidder's role on the project;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization</li> </ul> <p><b><i>Bidders will be allocated up to ten (10) points for each qualifying project to a maximum of 20 points.</i></b></p>		
<p><b>PR 9</b></p>	<p><b>Bidder's Proposed Project Manager's/Move Coordinator's Experience &amp; Certification – Managing Large Move Projects</b></p> <ul style="list-style-type: none"> <li>- The Bidder's proposed Project Manager must have experience in move projects involving multiple phased moves including the relocation of office contents, and the dismantling, relocating and installing of office equipment, furniture and record.</li> </ul> <p>The Bidder must name the Project Manager who will be responsible for this project</p> <p>Project Manager _____</p> <p>It is required that the Bidder provide a current resume for the proposed Project Manager and backup.</p> <p>It is required that the Bidder provide a description of 3 move projects, completed by the proposed Project Manager, that are similar in size, scope and complexity completed within the past five (5) years to substantiate the above.. For a project to qualify for evaluation, it must involve the moving of a minimum of one hundred and fifty (150) personnel and their related components, must involve multiple (&gt;3) locations per project, and must involve multiple (&gt;3) phased moves per project. If more than three (3) projects are listed, only the first three (3) will be evaluated</p> <p>A table-style format shall be used to capture ALL 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 relocations of office contents, and the dismantling, relocating and installing of office equipment and furniture;</li> <li>- duration of the project – start and completion dates;</li> <li>- number/description of resources assigned to the project;</li> <li>- services provided by the Project Manager on the project, with especial emphasis on the stakeholder engagement;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization</li> <li>- reference (name and phone number to be included)</li> <li>- backup resources</li> </ul> <p><b><i>Bidders will be allocated up to fifteen (15) points for each qualifying project to a maximum of forty five (45) points, plus up to five (5) points for the demonstration of specific qualified backup resources for a maximum total of fifty (50) points.</i></b></p>	<p>0- 50 points</p>	
<p><b>PR 10</b></p>	<p><b>Bidder's Proposed Move Coordinators' Experience – Managing Large Move</b></p>		

	<p><b>Projects</b></p> <p>The Bidder's proposed Move Coordinators must have experience in move projects involving multiple phased moves including the relocation of office contents, and the dismantling, relocating and installing of office equipment, furniture and record.</p> <p>The Bidder must name the Coordinators who will be responsible for this project</p> <p>Coordinator #1 _____</p> <p>Coordinator #2 _____</p> <p>It is required that the Bidder provide a current resume for the named Coordinators and backup.</p> <p>It is required that the Bidder provide, for each Move Coordinator, the description of at least three move projects that are similar in size, scope and complexity within the past five (5) years to substantiate the above. For a project to qualify for evaluation, it must involve the moving of a minimum of one hundred and fifty (150) personnel and their related components, must involve multiple (&gt;3) locations per project, and must involve multiple (&gt;3) phased moves per project.</p> <p>A table-style format be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>- name of the proposed move coordinator</li> <li>- name of the project;</li> <li>- summary description of the services provided relative to multiple phased moves including the relocations of office contents, and the dismantling, relocating and installing of office equipment and furniture;</li> <li>- duration of the project – start and completion dates;</li> <li>- number/description of resources assigned to the project;</li> <li>- services provided by the Move Coordinator on the project, with especial emphasis on the stakeholder engagement;</li> <li>- dollar value of the project;</li> <li>- name and brief description of the client organization</li> <li>- reference (name and phone number to be included)</li> </ul> <p><b><i>Bidders will be allocated up to four (4) points for each qualifying project for EACH move coordinator, plus up to four (4) additional points for each subsequent project for EACH proposed Move Coordinator, for a maximum of twenty (20) points for EACH proposed resource, plus up to five (5) points for the demonstration of specific qualified backup resources for a maximum total of forty-five (45) points.</i></b></p>	<p>0- 45 points</p>	
	<p><b>Total Points Possible</b></p>	<p><b>0-293 points</b></p>	
	<p><b>Required MINIMUM 60% of rated criteria to be considered compliant</b></p>	<p><b>176</b></p>	

## ANNEX D INSURANCE REQUIREMENTS

### D.1 All Risk Property Insurance

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 \$2,000,000.00.

1. 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 that0 claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
  - (a) Notice of Cancellation: The Insurer0 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 Royal Canadian Mounted Police and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

### D.2 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 Public Works and Government Services Canada.**
  - (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 Insureds: 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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (m) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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**ANNEX E – TASK AUTHORIZATION  
FORM DND 626**

## 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
	GST/HST TPS/TVH	
	Total	
<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'ÀUX 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.