

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Public Works and Government Services Canada**  
**ATB Place North Tower**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**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  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Relocation Services, Edmonton	
<b>Solicitation No. - N° de l'invitation</b> EW038-091003/J	<b>Date</b> 2014-07-16
<b>Client Reference No. - N° de référence du client</b> EW038-9-1003	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-607-10212
<b>File No. - N° de dossier</b> EDM-8-25274 (607)	<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 2014-08-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jenkinson, Lorraine	<b>Buyer Id - Id de l'acheteur</b> edm607
<b>Telephone No. - N° de téléphone</b> (780)497-3593 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 10025 JASPER AVE EDMONTON Alberta T5J1S6 Canada	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b>	
<b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (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>

---

**TITLE: OFFICE RELOCATION SERVICES, EDMONTON, ALBERTA**

*This document will serve to REFRESH Request for Supply Arrangement ("RFSA") EW038-091003. The Refresh will allow new suppliers to become qualified and existing qualified suppliers to refresh their rates, security clearance status, and office system certification(s). Pre-qualified Suppliers do not need to submit an arrangement in order to remain pre-qualified.*

*New fully compliant suppliers will be issued Supply Arrangements and their names will be added to the existing Supply Arrangement Holder list on the condition that they meet all of the requirements of the original Request for Supply Arrangements, which are included in this document. Current Supply Arrangement Holders will receive an amendment to their existing Supply Arrangement.*

**TABLE OF CONTENTS****PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Canadian Content
5. Communications Notification
6. Debriefings
7. Key Terms

**PART 2 - SUPPLIER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Former Public Servant - Notification
4. Federal Contractors Program for Employment Equity - Notification
5. Enquiries - Request for Supply Arrangements
6. Applicable Laws

**PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

1. Arrangement Preparation Instructions

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

**PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Issuance of a Supply Arrangement

**PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES****A. SUPPLY ARRANGEMENT**

1. Arrangement
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Identified Users
7. On-going Opportunity for Qualification
8. Priority of Documents

Solicitation No. - N° de l'invitation

EW038-091003/J

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

EW038-9-1003

File No. - N° du dossier

EDM-8-25274

CCC No./N° CCC - FMS No/ N° VME

---

- 9. Certifications
- 10. Applicable Laws

**B. BID SOLICITATION**

- 1. Bid Solicitation Documents
- 2. Bid Solicitation Process

**C. RESULTING CONTRACT CLAUSES**

- 1. General

**List of Annexes:**

- Annex A - Statement of Requirement
- Annex B - Basis of Payment
- Annex C - Office Furniture System Certifications.
- Annex D - Supply Arrangement Reports

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Supplier Instructions;
- (iii) Part 3, Arrangement Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:  
6A, Supply Arrangement,  
6B, Bid Solicitation,  
6C, Resulting Contract Clauses; and,  
the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSA and states that the Supplier agrees to be bound by the clauses and conditions contained in all parts of the RFSA;

Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### 2. Summary

The Request for Supply Arrangement (RFSA) covers requirements for the Government of Canada involving Office relocation services in accordance with Annex "A" - Statement of Requirement. These services will take place in Edmonton, Alberta on an "as and when requested" basis by authorized Public Works and Government Services Canada representatives. These services will not take place in land claims areas. The period of the Supply Arrangement will be in effect from the date of issue to June 30, 2015.

There is no maximum to the number of Supply Arrangements that may be awarded as a result of this RFSA.

The requirement is subject to the provision of the Agreement on Internal Trade (AIT).

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

A Supply Arrangement (SA) is a method of supply where the Client (Authorized User), under the framework of the arrangement, may solicit bids from a pool of pre-screened vendors. A SA is not a contract and neither party is legally bound as a result of the signing of this document alone. The intent of the SA is to establish a framework to permit the expeditious processing of legally binding contracts for goods or services. SA's include a minimum set of terms and conditions which would apply to each contract and they are issued by Public Works and Government Services Canada (PWGSC).

### 3. Security Requirement

There is no security requirement associated with the requirement of the Supply Arrangement.

### 4. Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

### 5. Communications Notification

As a courtesy, the Government of Canada requests that successful suppliers notify the Supply Arrangement Authority in advance of their intention to make public an announcement related to the issuance of a supply arrangement or the award of a contract resulting from the Supply Arrangement.

### 6. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of notification that their arrangement was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

### 7. Key Terms

#### "Pre-Qualified" SA Holder:

A Supply Arrangement Holder that holds valid certification for all furniture systems that are required in a specified Solicitation / Contract Against the SA.

## PART 2 - SUPPLIER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-06-26), Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 4.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred and twenty days (120) days

#### 1.1 SACC Manual Clauses

S0005T	Disclosure of Pricing	2007-11-30
S2003T	Ceiling Prices and/or Rates	2008-12-12

## 2. Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

## 3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## 4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [ESDC-Labour's website](#).

## 5. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

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

## 6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

Solicitation No. - N° de l'invitation

EW038-091003/J

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-8-25274

Buyer ID - Id de l'acheteur

edm607

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

EW038-9-1003

CCC No./N° CCC - FMS No/ N° VME

---

## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

- Section I: Technical Arrangement (1 hard copy)
- Section II: Financial Arrangement (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

#### Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Section III: Certifications

Suppliers must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 1.1 Evaluation Process

##### **Step #1: Compliance with Mandatory Requirements**

Each proposal will be examined to determine that it meets all Mandatory Criteria (Technical and Financial) as stated below. Proposals which fail to meet the Mandatory Criteria will be given no further consideration and will be deemed non compliant. Proposals which meet all the Mandatory Criteria will proceed to Step 2.

##### **Step #2: Conditions Precedent to Issuance of Supply Arrangement**

Each compliant Offeror will be given written notification to provide the information required in Part 5 Certifications required as a Condition Precedent to Issuance of Supply Arrangement, by a specified date and time, unless the information has already been provided in the RFSA

submission. Should the Offeror fail to provide all the information required by the date and time specified, the offer will be considered non-compliant and given no further consideration.

### **Step #3: Issuance of Supply Arrangements**

Upon compliance with all of the Conditions Precedent to the Issuance of Supply Arrangements, the compliant Offeror will be issued a Supply Arrangement.

## **1.2. Technical Evaluation**

### **1.2.1 Mandatory Technical Criteria**

The Offeror must have completed two or more office relocations in the previous four (4) years, each inclusive of the following minimum criteria:

- Office Relocation of at least 10 people
- Assembly and disassembly of interconnecting office panel systems

The Offeror must demonstrate the above by provision of supporting history / documentation describing the overall scope of work, location, and references. References may be contacted to verify and validate information supplied by the offeror.

**FAILURE TO MEET THE MANDATORY REQUIREMENT AS STATED ABOVE WILL RESULT IN YOUR BID BEING DECLARED AS NON-COMPLIANT**

### **1.2.2 Other Qualifying Criteria**

Prior to issuance of the Supply Arrangement, the offeror must provide valid certificates for any of the office furniture systems specified in Annex C. Offerors may qualify for the Supply Arrangement based on Mandatory Technical in 1.2.1. However, invitations to subsequent Supply Arrangement Contracts and competitions will be determined by an offeror's valid certification to a required furniture system(s).

Certifications may be updated throughout the life of the Supply Arrangement.

## **1.3 Mandatory Financial Evaluation**

### **1.3.1 Bidders must submit ceiling prices for all items listed in the Basis of Pricing, Annex "B" attached hereto.**

## **2. Basis of Selection**

### **2.1 SACC Manual Clause S1001T (2008-12-12), Basis of Selection - Mandatory Technical and Financial Evaluation Criteria**

## **PART 5 - CERTIFICATIONS**

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to

be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

## **1. Certifications Precedent to Issuance of a Supply Arrangement**

### **1.1 Integrity Provisions - Associated Information**

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **1.2 Canadian Content**

This procurement is limited to Canadian services. The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 1 of clause A3050T.

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

### **1.3 Applicable Certifications to Carry Out Work**

It is not mandatory for offerors to provide office furniture system certification in order to be issued a Supply Arrangement. However, subsequent competitions and Contracts that include the installation or modification of specific furniture systems will be limited to those SA holders that have been identified as holding any required certifications at the time of the requirement.

In order to participate in the maximum number of opportunities, prior to issuance of Supply Arrangement, the Offeror must provide valid certification for any and all office furniture systems listed in Annex C - Office Furniture System Certifications in their possession.

### **1.4 Status and Availability of Resources**

1.4.1 SACC Manual Clause S3005T (2008-12-12) Status and Availability of Resources

### **1.5 Education and Experience**

1.5.1 SACC Manual clause S1010T (2008-12-12) Education and Experience

---

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Requirement at Annex A

#### 2. Security Requirement

There is no security requirement associated with the requirement of the Supply Arrangement.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

2020 (2010-01-11) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### 3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 4. Term of Supply Arrangement

#### 4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from the date of issue to June 30, 2015.

## 5. Authorities

### 5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Lorraine Jenkinson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Telus Plaza North, 5th Floor  
10025 Jasper Ave.  
Edmonton, AB T5J 1S6

Telephone: (780) 497-3593 Facsimile: (780) 497-3510  
E-mail: lorraine.jenkinson@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 5.2 Supplier's Representative *(To be filled in by the Offeror).*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

## 7. On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new suppliers to become qualified.

A Notice will be posted "once a year" on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement but will be permitted to refresh their rates, security clearance status, and office system certification(s).

## 8. 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 the Supply Arrangement;

- (b) the general conditions 2020 (2014-06-26), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Pricing;
- (e) Annex C, Office Furniture Systems Certification;
- (f) Annex D - Supply Arrangement Reports;
- (g) the Supplier's arrangement dated \_\_\_\_\_ .

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

### 9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

## 10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## B. BID SOLICITATION

### 1. Bid Solicitation Documents

Canada will use the bid solicitation templates 2T-LDV1 for low dollar value requirements; 2T-MED1 for medium complexity requirements; available in the *Standard Acquisition Clauses and Conditions* Manual based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (if applicable);
- (b) a complete description of the Work to be performed with certification and insurance requirements
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; or 2004, Standard Instructions - Goods or Services - Non-Competitive Requirements
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) certifications
- (h) conditions of the resulting contract.

### 2. Bid Solicitation Process

- 2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

## 2.2. Establishment of Supply Arrangement for Rotational Sourcing

The list of all Contractors issued a Supply Arrangement will be included in the Supply Arrangement document located on the following website for use by PWGSC within the Western Region. List will be provided at  
<http://soi.pwgsc.gc.ca/app.index.ex.cfn?fuseaction=prg.MAIN&srch=&altlang=-e>

### **2.2.1. For all requirements up to an estimated cost of \$24,999.00 (GST included)**

The Authorized User will contact at least one SA Holder that is identified as being "pre-qualified" , as per the table in Section 2.3, with a Request for Quotation (RFQ). Prices will not exceed the ceiling prices as identified in the SA Holders Basis of Pricing, Annex B.

### **2.2.2. For all requirements from \$25,000.00 up to the Maximum limit of \$200,000.00 (GST included)**

The Authorized User will contact **ALL** SA Holders that are identified as "pre-qualified" (holding valid certification for all furniture systems in the requirement) with an Request for Proposal (RFP). The SA Holder who provides the lowest total price and can meet delivery requirements clearly identified in the Request for Proposal will receive the Contract against the SA. Prices will not exceed the ceiling prices as identified in the SA Holders Basis of Pricing, Annex B.

### **2.2.3 For all requirements from \$200,000.00 to \$400,000.00 (GST included)**

The Authorized User will submit the request to PWGSC, Contracting Authority for action. A notice will be posted on the Government Electronic Tendering System (GETS) MERX and only the "pre-qualified" SA Holders will be eligible to bid. SA Holders will be required to obtain a copy of the Request for Proposal (RFP) for submission of pricing from MERX. The SA Holder who provides the lowest total price and can meet delivery requirements clearly identified in the Request for Proposal will receive the Contract against the SA. Prices will not exceed the ceiling prices as identified in the SA Holders Basis of Pricing, Annex B.

### **2.2.4 For all requirements that exceed \$400,000.00 (GST included)**

Any requirement which exceeds \$400,000.00 will not be applicable to this Supply Arrangement and will be handled as a separate requirement by a PWGSC Contracting Authority.

## 2.3 Certification Matrix of Supply Arrangement Holders

SA Holder	Office Furniture System Certification			
	Teknion	Global	Steelcase	Haworth

## C. RESULTING CONTRACT CLAUSES

### 1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

Solicitation No. - N° de l'invitation

EW038-091003/J

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

EW038-9-1003

File No. - N° du dossier

EDM-8-25274

CCC No./N° CCC - FMS No/ N° VME

---

(a) 2T-LDV1 (for low dollar value requirements), 2029 General Conditions - Goods or services (Low Dollar Value) will apply to the resulting contract;

(b) 2T-MED1 (for medium complexity requirements), 2010C General Conditions - Services (Medium Complexity) will apply to the resulting contract;

The above templates are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

Solicitation No. - N° de l'invitation

EW038-091003/J

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

EW038-9-1003

File No. - N° du dossier

EDM-8-25274

CCC No./N° CCC - FMS No/ N° VME

---

## **ANNEX "A"**

### **STATEMENT OF REQUIREMENT**

**OFFICE RELOCATION SERVICES  
EDMONTON ALBERTA**

## ANNEX "A" - STATEMENT OF REQUIREMENT

### OFFICE RELOCATION SERVICES

A Supply Arrangement is required in order to compile a pool of pre qualified contractors who are capable of providing all labour, materials and equipment necessary to perform relocation services.

For General Office Relocation, if required, the Contractor will:

- Dismantle all workstations components, screens, furniture, shelving, fixtures and effects, including office equipment such as white boards, bulletin boards, and other parts of equipment that are affixed to walls and other parts of existing facilities where required;
- Pack all identified items, except those packed by user departments, into boxes or other suitable containers (these will typically include files in shelving units, supplies from supply rooms and similar items);
- Move all items, including those packed in boxes and other containers from their locations and load them onto transporting equipment and/or vehicles where required;
- Transport or move all items to the new location;
- Install new workstation and components, reassemble previously dismantled workstations and components, furniture, fixtures and effects excepting those which are to be mounted on walls
- Modify existing work surfaces as required and in consultation by the Technical Authority;
- Install electrical harnesses for the integrated systems. Electrical connection to base building power and cabling and installation of voice/data outlets will be arranged by the Technical Authority. Coordinate all workstation installation work with electrical and voice/data contractors.
- Replace those items previously removed from shelves and racks;
- Relocate all contents of the existing facilities, except as specifically excluded from the work as described in each Request for Proposal and subsequent Contract against the Supply Arrangement.

### Insurance

Insurance will a) form part of the competitive requirement arising from this Supply Arrangement and b) apply to subsequent Contracts. As each requirement relocation is unique, specific insurance requests cannot be made at this time. Upon request, SA holders should be prepared to obtain and provide any of (but not limited to) the following insurance requirements that may be included in SA competitions and / or Contracts:

- G1001C Insurance Requirements (2008-05-12)
- G1005C Insurance (2008-05-12)
- G2001C Commercial General Liability Insurance (2008-05-12)
- G2020C Automobile Liability Insurance (2008-05-12)
- G2052C Warehouseman's Legal Liability Insurance (2008-05-12)
- G3001C All Risk Property Insurance (2008-05-12)
- G3010C All Risk in Transit Insurance (2008-05-12)

Please refer to the SACC Manual for details @ <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

### **"SAMPLE" SCOPE / STATEMENT OF WORK (SOW)**

*The intent of this sample SOW is to demonstrate the average scope of work for Office Relocation Services related to this Supply Arrangement. Please note that SOW for a specific requirement may include, but are not limited to the following sample.*

#### **1. Other Contractors:**

- A. Power - Technical Authority will arrange to have power disconnected prior to dismantling and will also arrange to have power connected for reinstalled cubicles.
- B. Voice/data - Technical Authority will arrange to have voice and data disconnected prior to dismantling and will also arrange to have voice and data connected for reinstalled cubicles.

#### **2. General Office Contents**

- A. The Contractor will confirm the status of all general office contents with respect to the final disposition of such assets. Specifically, the Contractor will make themselves aware of the final delivery location of every piece.
- B. The Contractor will relocate all designated contents in strict accordance with the move schedule as provided by the Technical Authority for each Request for Proposal and subsequent Contracts against the Supply Arrangement.
- C. The Contractor will place all relocated items in areas identified on layouts.
- D. The Contractor will protect all contents from physical damage and/or loss, and will take all precautions to protect from weather conditions prevalent at the time of the relocation.
- E. The Contractor will not leave any items unattended throughout the relocation process.
- F. The Contractor will immediately communicate any problems or foreseeable problems with the Technical Authority

#### **3. Designated Room(s) (Example: Central Registry File rooms)**

- A. The Contractor will pack all contents of designated rooms into suitable enclosed cartons or containers capable of containing one (1) complete shelf of contents or as directed. One shelf per carton/container. Packing may be carried out during regular working hours at a mutually agreed time.
- B. The Contractor will relocate such packed materials, taking appropriate measures to ensure both reasonable access and the absolute maintenance of sequencing though out the process.
- C. The Contractor is to unpack and shelve these items to the satisfaction of the User Representative during regular working hours.

#### **4. Server Room & Communication Room Equipment**

- A. Specific client IT inventories will be provided for each Request for Proposal and subsequent Contract against the Supply Arrangement where these services are to be provided. Extra precautions must be taken with the movement of specialized IT network equipment.
- B. Equipment may include, but is not limited to servers, UPS devices, tape storage devices, switches, routers, CSU/DSU, modems, computers, monitors, keyboard and mouse, network printers, plotters, stand alone printers, faxes and photo copiers.

- C. The Contractor must provide an explanation of how the specialized IT equipment will be moved and provide assurance that certified persons/companies will be performing the work.
- D. The Contractor must coordinate with the client IT Reps between physical moves of network equipment and the moving of data circuits to the new location. The moving of data circuits is arranged by the Technical Authority.
- E. Disconnecting and reconnecting of communications equipment, as well as the un-racking and re-racking of network IT equipment will be performed by PWGSC or User Department IT Staff. It is the responsibility of the Contractor to contact the Technical Authority to schedule these activities into the move schedule.
- F. The Contractor will confirm with the Technical Authority that all such equipment and components have been decommissioned by IT Staff prior to relocating any of these items.
- G. Once disconnects and unracking have been performed, the Contractor may be required to pack the specialized equipment (this will be identified in the Request for Proposal and subsequent Contract against the Supply Arrangement). Move equipment to the new location.
- H. Miscellaneous furnishings may be included in server rooms (desks, shelves, equipment racks, cabinets, workstations etc) and are to be moved as directed in the scope of work.

## **5. Electronic and Computer Related Equipment**

- A. The Contractor will confirm with the Technical Authority that all such equipment and components have been decommissioned by others prior to relocating any of these items.
- B. All peripherals connected to computer workstations (keyboard, mouse, PDA) will be disconnected by User Designated IT staff. Some User IT staff will bag these items, however, some Departments may require the mover to bag the peripherals. This will be described in the scope of work.
- C. The Contractor will relocate all of the components of all PC's, workstations, printers, network apparatus, keyboards and peripheral devices in enclosed carts;
- D. The Contractor will ensure that all components of any single system, workstation or configuration remain with that system, workstation or configuration upon delivery.

## **6. Quality Control:**

- A. The Contractor is be qualified to disassemble, move, and reassemble 'X2' rotating file cabinets.
- B. The Contractor will provide the services of a dedicated project manager and other qualified personnel as required, to assess the magnitude of the project and to assist the technical authority with the planning of the move.
- C. The Contractor will provide the services a minimum of one Crew Leader for each six persons involved in a move.
- D. The Contractor will provide the services of a qualified System Installer certified in the furniture system to be disassembled and/or installed at a ratio of one System Installer for each five persons involved in the disassembly and/or assembly of the furniture systems.

## **7. Schedule**

- A. Time is of the essence. PWGSC will not be responsible for schedule delays encountered by the Contractor except when any such delay is the direct result of the actions of PWGSC or its designated personnel.
- B. The Contractor will develop in consultation with the Technical Authority, a phased relocation schedule in accordance with the move schedule. Once finalized, schedule to be maintained on an uninterrupted basis until completion.
- C. The Contractor will provide PWGSC with an overall plan for the relocation activities and with fully detailed plans for each activity including written instructions for individual areas, departments and sections. In addition, the Contractor will, when requested, provide User Departments with instructions, actual demonstrations and training in the packing of those goods for which the client is responsible.
- D. Working time frames will be as indicated in the Request for Proposal and subsequent Contract against the Supply Arrangement.

#### **8. Contractor's General Responsibilities:**

The Contractor will properly assess the magnitude of the work and mobilize sufficient qualified and trained personnel, flat dollies, library carts, panel dollies, furniture pads and tools (drills, bars, levels, etc.) to meet any reasonable demand, circumstance or situation.

- A. The Contractor will supply and deliver to each User department a suitable quantity of boxes and other containers and packing materials including tape and tape guns. These materials must be delivered to each client department site a minimum of 10 (ten) days in advance of the scheduled move dates or other designated time frame as determined by the Technical Authority.
- B. The Contractor will liaise with the Technical Authority and other such contractors as deemed necessary to ensure that specific items of equipment such as copying machines, computers, communications equipment, laboratory equipment, various file cabinets and other items designated, are packed and moved in accordance with manufacturer's specifications so as to preserve the integrity and warranty provisions of equipment.
- C. The Contractor will advise the local authorities of the details of the relocation and obtain all permits, licenses and approvals as may be required.
- D. Where cubicles and/or workstations are removed any garbage removal not related to cubicle and/or workstation disassembly will be the responsibility of the Canada. When creating the schedule (section 9), allow at least one working day for cleaning prior to reassembling cubicles in an area.
- E. Upon completion of each stage, the Contractor will walk through the installation area with the Technical Authority to verify the operating condition of all installed product.
- F. The Contractor will ensure that all the employees and subcontractors wear visible identification cards at all times while working on site.
- G. (If applicable) All workers must be security cleared to the level required by the User Department. At a minimum all workers must have a valid PWGSC Security Clearance unless a higher level is required in the Request for Proposal and subsequent Contract against the Supply Arrangement.
- H. All subcontractors to be engaged by the Contractor must be identified and obtain prior approval by Technical Authority.

#### **9. Green Practices**

- 
- A. The Contractor is responsible for removing all packing material. The Contractor is to work with the Property Manager at each location to determine what recycling facilities are available. All paper, cardboard, wood and metal items are to be sorted and recycled in the appropriate bins. Any remaining garbage is to be taken to an appropriate container as directed by the Property Manager in each building. If required by the Property Manager, the Contractor is to supply and pay for appropriate bins for garbage and/or recycling purposes or is responsible for taking the material off site for disposal.
- B. The Contractor will have a plan in place to manage the cardboard boxes supplied to Canada for packing. In conjunction with the Technical Authority, the client will break down the boxes and place them in a centralized location for pickup.
- C. The Contractor will use, where possible, reusable containers, blankets, and other industry acceptable practices that will reduce the amount of consumables used for this project. However, the main priority of this move will be on the safe and secure handling Canada property. Therefore practices, equipment, and tools that are required for the safety and security of the equipment and personnel take precedence over Green Practices.

## ANNEX "B" - BASIS OF PRICING

For each section, It is MANDATORY that bidders submit firm ceiling prices/rates for **every position**

- **Rates quoted are ceiling rates.** Personnel substituted, with the prior approval of the Technical Authority, are to be charged out at their standard rate which cannot exceed the ceiling rate of the personnel that they are substituted for.
- Rates higher than the MAXIMUM CEILING rates will not be accepted for any Contract issued against a Supply Arrangement, however rates can be lower in any ensuing contract.
- Goods and Services Tax (GST) / Harmonized Sales Tax (HST): prices are exclusive of GST/HST.
- Payment will be made for time expended in accordance with the following:

### SECTION 1 - Office Relocation

Item	Description	Hourly Labour Rate(ceiling rate)
<b>A.</b>	<b>Rates during regular working hours (0800 - 1700, Monday thru Friday)</b>	
01	Dedicated Project Leader	/ hour
02	Crew Leader (applicable for crew of 6 or more)	/ hour
03	Certified Systems Installer (1 per crew of 5- certified for type of system)	/ hour
04	Systems Installer - not certified	/ hour
05	Mover	/ hour
06	Packer	/ hour
07	Driver	/ hour
<b>B.</b>	<b>Rates outside regular working hours (1700 - 0800, Monday thru Friday, and weekends or holidays)</b>	
01	Dedicated Project Leader	/ hour
02	Crew Leader (applicable for crew of 6 or more)	/ hour
03	Certified Systems Installer (1 per crew of 5- certified for type of system)	/ hour
04	Systems Installer - not certified	/ hour
05	Mover	/ hour
06	Packer	/ hour
07	Driver	/ hour

### BASIS OF PAYMENT REVISIONS - SUPPLY ARRANGEMENT REFRESH

Supply Arrangement Holders may apply to revise their rates on an annual basis (at the time of the SA refresh), as follows and subject to the acceptance and approval of the PWGSC Contracting Authority:

If rate adjustments are accepted, the approved rates will be applied to subsequent years of the Supply Arrangement. Rate increases will be applied on June 1<sup>st</sup> of each year.

Firms who do not apply for a rate adjustment, will continue using the rates already contained in the Supply Arrangement.

Solicitation No. - N° de l'invitation

EW038-091003/J

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm607

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EW038-9-1003

EDM-8-25274

---

### **Annex "C" - Office Furniture System Certifications**

Bidders must indicate which Office Furniture Systems they hold valid certifications:

Teknion Yes \_\_\_\_ No \_\_\_\_

Haworth Yes \_\_\_\_ No \_\_\_\_

Global Yes \_\_\_\_ No \_\_\_\_

Steelcase Yes \_\_\_\_ No \_\_\_\_

### ANNEX "D" - Supply Arrangement Reporting

Contractors will provide a quarterly report on usage of the Supply Arrangement in the format as show below. The Offeror understands that failure to comply may result in the setting aside of the Supply Arrangement.

Please e-mail the information, for this Supply Arrangement you hold with Canada to the following email address: [wst.pa-edm@tpsgc-pwgsc.gc.ca](mailto:wst.pa-edm@tpsgc-pwgsc.gc.ca)

Please use the Supply Arrangement number in the Subject line and clearly indicate:

- The supply arrangement number for which the data is submitted
- The period for which the data has been accumulated (start date to end date);
- The Total Spend to date by Canada

Supply Arrangement - EW038-091003		Start Date of SA (DD/MM/YYYY)	End Date of SA (DD/MM/YYYY)
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period. (DD/MM/YYYY)

Invoice #	Description / Location	Date of Contract Award	Date of Relocation	Value of Contract