

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

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

Title - Sujet Moving Services	
Solicitation No. - N° de l'invitation ET025-151033/A	Date 2014-09-15
Client Reference No. - N° de référence du client PWGSC-ET025-151033	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-9158	
File No. - N° de dossier WPG-4-37136 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-01	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 984-1083 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE WINNIPEG Manitoba R3B0T6 Canada	

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 - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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TITLE: Moving Services

PART 1 - GENERAL INFORMATION

1. Statement of Work

Public Works and Government Services Canada requires a Contractor to supply of all labor, materials, equipment, tools, supervision and transportation necessary to relocate offices of Correctional Services Canada from six (6) separate buildings in Saskatoon, SK to the newly constructed three storey Office Building 3427 Faithful Avenue in Saskatoon, SK.

2. 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.

3. Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1. 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.

2. 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

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If so, the Bidder must provide the following information:

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

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

3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

4. Applicable Laws

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

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.

5. Optional Site Visit

It is recommended 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 2313 Hanselman Place,

Saskatoon SK on Tuesday September 23, 2014. The site visit will begin at 10:00 am (local time), at main floor reception.

Bidders are requested to communicate with the Contracting Authority no later than Monday, September 22, 2014 at 10:00 am to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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 (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of the work as described in Annex "A".
- b) Provision of firm pricing for all items in Annex "B", Basis of Payment.

1.2 Financial Evaluation See Appendix B- Basis of Payment

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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.

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](#)" list (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.

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 Canadian Content Certification

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

2.1.2 This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

Public Works and Government Services Canada requires a Contractor to supply of all labor, materials, equipment, tools, supervision and transportation necessary to relocate offices of Correctional Services Canada from six (6) separate buildings in Saskatoon, SK to the newly constructed three storey Office Building 3427 Faithful Avenue in Saskatoon, SK.

3. Optional Goods or Services

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The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at 20% of the work in Annex A Statement of Work, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

4. 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.

4.1 General Conditions

2010C (2010-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The period of the Contract is from October 17, 2014 to November 10, 2014 inclusive .

Estimated award date: October 2, 2014.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Avenue, Winnipeg, MB R3B 0T6
Telephone: 204-984-1083
Facsimile: 204-983-7796
E-mail address: christie.maki@pwgsc.gc.ca

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

6.2 Project Authority

The Project Authority for the Contract is: (To be determined)

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Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

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

7. 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.

8. Payment

A9117C (2007-11-30) T1204 – Direct Request by Customer Department
C0705C (2010-01-11) Discretionary Audit

8.1 Basis of Payment- Firm Lot Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices, as specified in Annex B- Basis of Payment for a cost of \$ TBD. Customs duties are included 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

8.2 Multiple Payment

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payment

9. 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.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

10. Certifications

- 10.1** 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.

10.2 SACC Manual Clauses

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

11. Applicable Laws

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

12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-06-26) General Conditions -Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Insurance Requirements
- (d) the Contractor's bid dated _____

13. Insurance- Specific Requirements

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

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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 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.

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Annex A Statement of Work

Title: Moving Services

Requirement:

Work under this Contract covers supply of all labor, materials, equipment, tools, supervision and transportation necessary to relocate offices of Correctional Services Canada from six (6) separate buildings in Saskatoon, SK (see below) to the newly constructed three storey Office Building 3427 Faithful Avenue in Saskatoon, SK.

Building Locations:

1. Existing Buildings:

RHQ	2313 Hanselman Place SASKATOON SK S7L 6A9
Pharmacy	Bay #7 and #8 2155 Airport Drive SASKATOON SK S7L 6M5
Financial Building	Financial Building 3rd Floor, 230 22nd St E SASKATOON SK S7K 0E9
GOCB	Government of Canada Building 101 22nd St E SASKATOON SK S7K 0E9
T&T Towers	Main Floor/2nd Floor 350 - 3rd Avenue North SASKATOON SK S7K 0J5
Lancaster	2174 Airport Drive SASKATOON SK S7L 7E1

2. New Building:

Floors: Main, Second, and Third
3427 Faithful Avenue
Saskatoon, SK

SCOPE OF WORK

1. General:

- 1.1 Where used in the following detailed description of the Statement of Work, the word "relocate" means the component of the work including the activities listed below.
- 1.2 The PWGSC Technical Authority will supply plans and scope of work for each phase of the move.
- 1.3 For General Office moves the Contractor will:
 - 1.3.1 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;
 - 1.3.2 Surplus of cubicle panels and surfaces left behind at existing offices will be responsibility of the Client. All electrical, DATA and Voice disconnections will be a responsibility of the client prior to work taking place by the contractor.
 - 1.3.3 Transport or move all items to the new location or identified storage location;
 - 1.3.4 Place furniture, fixtures and effects, excepting those which are to be mounted on walls;
 - 1.3.5 Relocate all contents of the existing facilities, except as specifically excluded from the work.
 - 1.3.6 Accompany the Technical Authority and the Client Departmental representative on a walk through prior to the move at all locations in order to note any existing damages to the furniture and interior building areas involved with the move. Upon completion of each move phase, a final walk through will be conducted to determine any damages that require repairs.
 - 1.3.7 Take all reasonable precautions against accidental damage to any building fixtures, including (but not limited to) walls, windows, elevators, flooring, client property etc. The Mover will assume liability for any damage to Client property that is attributable to the negligence, whether intended or unintended of his employees and representatives.
- 1.4 The following work is **not** included in the scope of this contract:
 - 1.4.1 Supply of moving boxes.
 - 1.4.2 Disconnection and reconnection of computers and ancillary equipment including, but not limited to, monitors, printers, facsimile machines, photocopiers and other similar equipment;
 - 1.4.3 Packing and unpacking user's personal effects.

- 1.4.4 Server room and communication equipment to be relocated by Shared Services Canada. Not included in the general move contract.

2 Other Contractors:

- 2.1 Power - PWGSC Technical Authority will arrange to have power connected for reinstalled workstations, if required.
- 2.2 Voice/data - PWGSC Technical Authority will arrange to have voice and data connected for reinstalled cubicles, if required.
- 2.3 Landlord's contractor may be onsite completing office construction work. Coordination with ongoing activities is expected.

3 General Office Contents

- 3.1 The Contractor will confirm the status of all general office contents with respect to the final disposition of such assets. Specifically, the Contractor must ensure they are aware of the final delivery location of every piece.
- 3.2 The Contractor will relocate all designated contents in strict accordance with the move schedule as provided by the PWGSC Technical Authority.
- 3.3 The Contractor will place all relocated items in areas identified on layouts (to be provided to successful bidder).
- 3.4 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.
- 3.5 The Contractor must not leave any items unattended throughout the relocation process.
- 3.6 The Contractor will immediately communicate any problems or foreseeable problems with the PWGSC Technical Authority.

4 Electronic and Computer Related Equipment

- 4.1 All peripheral equipment connected to computer workstations (keyboard, mouse, PDA) will be disconnected by User designated staff. The contractor is to pack and bag these items after disconnection by the User staff.
- 4.2 The Contractor will relocate all of the components of all PC's, workstations, printers, network apparatus, keyboards and peripheral devices in enclosed carts.
- 4.3 The Contractor will ensure that all components of any single system, workstation or configuration remain with that system, workstation or configuration upon delivery.

5 Quality Control:

- 5.1 Contractor will disassemble, move, and reassemble any identified file cabinets.
- 5.2 The Contractor will provide the services of a dedicated project supervisor/ manager.

- 5.3 The Contractor will provide the services of one Crew Leader for each six persons involved in a move.

6 **Schedule**

- 6.1 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.
- 6.2 The Contractor will review a phased relocation schedule in accordance with the move schedule.
- 6.3 * Work schedule and hours will be as indicated;
- 6.3.1 **Phase One:** Friday October 17, 2014 (8:00 am) to Sunday October 19, 2014 (22:00)
- 6.3.2 **Phase Two:** Friday October 24, 2014 (8:00 am) to Sunday October 26, 2014 (22:00)
- 6.3.3 **Phase Three:** Friday October 31, 2014 (8:00 am) to Sunday November 2, 2014 (22:00)
- Hours:
Weekends 08:00 to 22:00
Weekdays 08:00 to 22:00
- 6.4 Contractor to have crew of 3 onsite each Monday at 8:00 a.m. for 4 hours following each phased move to relocate any items identified to be placed in incorrect locations.

7 **Contractor's General Responsibilities:**

- 7.1 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.
- 7.2 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, 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.
- 7.3 The Contractor will advise the local authorities of the details of the relocation and obtain all permits, licenses and approvals as may be required.
- 7.4 The Contractor is responsible for removing all packing material. The Contractor is to work with the Building Manager at each location to determine what recycling facilities are available. All paper, cardboard, wood and metal items are to be removed from site and recycled in the appropriate manner. If required by the Building 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. The Building Managers will be identified prior to the move beginning.
- 7.5 Where cubicles and/or workstations are removed, any garbage removal not related to the cubicle and/or workstation disassembly will be the responsibility of the Crown.

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- 7.6 Upon completion of each stage, the Contractor will walk through the installation area with the PWGSC Technical Authority to verify the operating condition of all installed product.
- 7.7 The Contractor will ensure that all the employees and subcontractors wear visible identification cards at all times while working on site.
- 7.8 All subcontractors to be engaged by the Contractor must be identified and obtain prior approval by PWGSC Technical Authority.

8 **Additional Information**

- 8.1 See Appendix 1 "Schedule of Items for Relocation" and Appendix 2 "Health Services Equipment list" for items to be included in the relocation. All references to "boxes" indicate 2 cubic feet moving boxes.

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Appendix 1

Schedule of Items for Relocation

Phase One October 17th, 2014

WORKSTATION AND OFFICE ITEMS				
Section/Division (76 FTEs) = 380 boxes	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
50 - 2 cuft boxes	2313 Hanselman	Executive Services (10 FTE) , as indicated on box labels	3	
35 - 2 cuft boxes, 4 - MetaFlex Workstations (free standing) 42" corner with one run-off	2313 Hanselman	Executive Suite (7) , as indicated on box labels	3	
65 - 2 cuft boxes , Storage Cabinet and Small book case	2313 Hanselman	Finance and Contracts (not including A/P) (13) , as indicated on box labels	3	
230 - 2 cuft boxes	2313 Hanselman	Human Resources (46) , as indicated on box labels	3	

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30 – 2 cuft boxes	2313 Hanselman	Meeting rooms, storage rooms, kitchenettes , areas as labeled on item.	3	
20 (approx) - Office Chairs for Workstations/Offices	2313 Hanselman	various areas as labeled on item.	3	
60 (approx) - 2-Drawer Laterals	2313 Hanselman	various areas as labeled on item.	3	
5 (approx) - 4 or 5 Drawer Laterals	2313 Hanselman	various areas as labeled on item.	3	
90 (approx)- Computers/laptops + Bag of Accessories (keyboards, mouse, cables, etc.	2313 Hanselman	various areas as labeled on item.	3	
125 (approx) - Computer Monitors	2313 Hanselman	various areas as labeled on item.	3	
10 (approx)- Various White Boards, Cork Boards - various sizes	2313 Hanselman	various areas as labeled on item.	3	
8 (approx) - Secure Shredder Bins (small metal)	2313 Hanselman	various rooms as labeled on item.	3	
8 (approx) - Printer Stands 24 x 24	2313 Hanselman	various rooms as labeled on item.	3	

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CLOSED SPACES				
QTY - ITEM DESCRIPTION	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
1 - Coffee table	2313 Hanselman Place	Public Lobby Area 120	1	
6 - Metal/Wooden Storage Cabinets	2313 Hanselman (5) 3rd Floor, 230 - 22nd Street East	UDH - NE Room 246	2	
6 - Metal/Wooden Storage Cabinets	2313 Hanselman Place	UDH - SE Room 326	3	
30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room 325	3	
1 MetaFlex workstation + Chair	2313 Hanselman Place	Quiet Room 324	3	
10 - 30" x 60 Elite Tables; 2 - Microwaves;	2313 Hanselman Place	Kitchenette Room 327	3	
6 - 24" x 60" Elite Tables; 4 - 24" Corners	2313 Hanselman Place	Medium Meeting Room 328	3	
2 - 24" x 60" Elite Tables; 2 - 24" x 4" printer stands	2313 Hanselman Place	Shared Equipment Room 329	3	

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6 - Tear Drop Chairs (Large)	2313 Hanselman Place	ADCCS Office Room 330, 331, 332 - 2 each	3	
1 - Boardroom table; 8 visitor chairs; 2 tub chairs; 2 - custom cabinets (with glass in doors)	2313 Hanselman Place (From RDC's Office)	Small Meeting Room 334	3	
Team Table and 4 Chairs	2313 Hanselman Place	Collaborative Small Area 336	3	
2 - 24" x 60" Elite Tables; 2 - 24" x 4" printer stands	2313 Hanselman Place	Shared Equipment Room 340	3	
30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room 339	3	
6 - Metal/Wooden Storage Cabinets	2313 Hanselman Place	UDH Room 342	3	
30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room 343	3	

GENERAL OFFICE EQUIPMENT

QTY - ITEM DESCRIPTION	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
Printer - LEXMARK/C/C748	2313 Hanselman Place -Storage	Area 127 Central Registry	1	

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Printer - LEXMARK/M/T654DTN	2313 Hanselman Place -Central Records	Area 127 Central Registry	1	
Printer - LEXMARK/M-MFD/X654DE	2313 Hanselman Place -IMS	Area 321 (3B-70) Human Resources	3	
Printer - LEXMARK/M-MFD/X654DE	2313 Hanselman Place -Human Resources	Area 322 (3B-69) Human Resources	3	
Printer - LEXMARK/M-MFD/MX711DTHE	2313 Hanselman Place -Human Resources	Room 329 Shared Equipment Room	3	
Printer - LEXMARK/C-MFD/X748DTE	2313 Hanselman Place -Finance	Area 338 Finance	3	
Copier - BIZHUB/M-Copier/423	2313 Hanselman Place -Human Resources	Room 340 Shared Equipment Room	3	
Printer - LEXMARK/M-MFD/MX711DTHE	2313 Hanselman Place -Storage	Room 340 Shared Equipment Room	3	

Phase Two October 24th, 2014

WORKSTATION AND OFFICE ITEMS				
Section/Division (98 FTEs) = 500 boxes	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
25 boxes	2313 Hanselman	2nd Floor - Aboriginal Initiatives (5 FTE)	2	
15 boxes	2313 Hanselman	2nd Floor - OMS (3)	2	
5 boxes	2313 Hanselman	2nd Floor - Sentence Management and Ethnocultural (1)	2	Ergonomic desk, ergonomic swing chair & ergonomic zero gravity chair
95 boxes	2313 Hanselman	2nd Floor - Assessments & Interventions (18)	2	
75 boxes	2313 Hanselman	2nd Floor - Health Services (15)	2	
50 boxes	2313 Hanselman	2nd Floor - Security/Intelligence (10)	2	
85 boxes	2313 Hanselman	1st Floor - IMS and SSC (17)	1	

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15 boxes , Rolling layout table - Genesis; Work island, Wardrobe/Cabinet; Rolling File Carts (3), Mail Room Equipment - Identified shredding bins (3)	2313 Hanselman	1st Floor - Admin/Central Records (2)	1	
5 boxes	2313 Hanselman	1st Floor - EAP Officer (1)	1	Book Shelf
5 boxes	Financial Building	2nd Floor - Incident Investigations (1)	2	
115 boxes	Financial Building	2nd Floor - TSFM (23)	2	
10 boxes	Financial Building	1st Floor - IMS (2)	1	
40 - 2 cuft boxes	2313 Hanselman / Financial Building	Meeting rooms, storage rooms, kitchenettes , various areas as labeled on item.	2	
25 (approx) - Office Chairs for Workstations/Offices	2313 Hanselman / Financial Building	various areas as labeled on item.	2	
80 (approx) - 2-Drawer Laterals	2313 Hanselman / Financial Building	various areas as labeled on item.	2	
5 (approx) - 4 or 5 Drawer Laterals	2313 Hanselman / Financial Building	various areas as labeled on item.	2	

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120 (approx)- Computers/laptops + Bag of Accessories (keyboards, mouse, cables, etc.	2313 Hanselman	various areas as labeled on item.	2	
150 (approx) - Computer Monitors	2313 Hanselman	various areas as labeled on item.	2	
10 (approx) - Various White Boards, Cork Boards - various sizes	2313 Hanselman	various areas as labeled on item.	2	
10 (approx) - Secure Shredder Bins (small metal)	2313 Hanselman	various rooms as labeled on item.	2	
7 (approx) - Printer Stands 24 x 24	2313 Hanselman	various rooms as labeled on item.	2	
GENERAL OFFICE EQUIPMENT				
QTY - ITEM DESCRIPTION	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
Printer - LEXMARK/M-MFD/MX711DTHE	2313 Hanselman Place -Storage	Room 226 Shared Equipment Room	2	
Printer - HEWLETT-PACKARD/C/COLOR LASERJET 5550 DN	Financial Building 3rd Floor, 230 - 22nd Street East	Room 226 Shared Equipment Room	2	

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Printer - SAMSUNG/M/SCX-4835FD	2313 Hanselman Place -Security - SiNet	Room 227 Security	2	
Printer - SAMSUNG/M/SCX-4835FD	2313 Hanselman Place -Security - SiNet	Room 227 Security	2	
Printer - LEXMARK/M-MFD/MX711DTHE	2313 Hanselman Place -Storage	Room 227 Security	2	
Printer - LEXMARK/C-MFD/X748DTE	Financial Building 3rd Floor, 230 - 22nd Street East	Room 238 Incident Investigations	2	
Printer - LEXMARK/M-MFD/X654DE	2313 Hanselman Place -Assessment & Interventions	Room 240 Shared Equipment Room	2	

CLOSED SPACES

QTY - ITEM DESCRIPTION	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
1 - 2-drawer lateral + 2 pedestals (empty)	2313 Hanselman Place	Reception Area Area 121	1	
1 - 24" Team Table (Round)	2313 Hanselman Place	Quiet Room 133	1	

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2 - 24" x 60" Elite Table 4 - 24" corners	2313 Hanselman Place	Small Meeting Room 138	1	
1 - 30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room 139	1	
1 - MetaFlex Workstations - 7 X 7; Corner and 2 run-offs	2313 Hanselman Place	Conflict Management Office Room 140	1	
1 - MetaFlex Workstations - (7 x 7); Corner and 2 run-offs	2313 Hanselman Place	Conflict Management Office Room 141	1	
2 - 24" x 60" Elite Tables; 2 - 24" x 4" printer stands	2313 Hanselman Place	Shared Equipment Room 142	1	
6 - 24" x 60" Elite Tables; 4 - 24" Corners	2313 Hanselman Place	Medium Meeting Room 143	1	
6 - 24" x 60" Elite Tables; 4 - 24" Corners	2313 Hanselman Place	Medium Meeting Room 144	1	
2 - 24" x 60" Elite Table 4 - 24" corners	2313 Hanselman Place	Small Meeting Room 145	1	
8 - 30" x 60 Elite Tables; 2 - Microwaves;	2313 Hanselman Place	Kitchenette Room 137	1	

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3 - 30" Team Tables	2313 Hanselman Place	Collaborative Space Area 134 (Large)	1	
1 - 30" Team Table	2313 Hanselman Place	Collaborative Space Area 134 NE Corner	1	
2 - 24" Team Tables	2313 Hanselman Place	Collaborative Space Area 135 NW Corner	1	
42" Team Table (IMS)	2313 Hanselman Place From Room	Collaborative Space Near IMS	1	
1 - Commercial Cooler	2313 Hanselman Place - Kitchen	First floor	1	
6 - Drawing Cabinets + Base - 38"(w) x 48"(l) x 19"(h); AutoCAD Plotter and Scanner; 1 - 5 drawer lateral filing cabinet	3rd Floor, 230 - 22nd Street East	Collaborative Space - Large - Technical Services - SE Corner	2	
2 - 24" Team Tables	3rd Floor, 230 - 22nd Street East	Collaborative Space - Small - Technical Services - SE Corner	2	
Wooden Drawing Storage Cabinets (3 - Stacked); 3 - Drawing File Racks; Custom Storage Cabinet 26"(w) x 50"(l) x 29"(h)	3rd Floor, 230 - 22nd Street East	UDH - TS Room 222	2	

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30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room Room 223	2	
8 - 30" x 60 Elite Tables; 2 - Microwaves;	2313 Hanselman Place	Kitchenette Room 225	2	
2 - 24" x 60" Elite Tables; 2 - 24" x 4" printer stands	2313 Hanselman Place	Shared Equipment Room 226	2	
1 - Large Desk + office chair, Large wardrobe, coffee table; 2 visitor chairs	2313 Hanselman Place	HS - Director's Office Room 228	2	
15 - 24" x 60" Elite Tables; 4 - 24" corners; 29 office chairs; approximately 40 stacking visitor chairs	2313 Hanselman (Existing inventory from Main Boardroom)	Large Meeting - Main Area Room 231	2	
1 - 4 Drawer cabinet ; Secure Shredder ; Secure Fax, SINET Cabinet (hoping we can get rid of cabinet); Secure Plotter, 1 - 2 Drawer cabinet; 2 - Genesis tables – 24"x 60"; 1 – Printer Stand – 24" x 24"; Shredder' Wall mount Clock (Atomic Clock); Inmate Recording Telephone system/Fingerprint machine; Flat screen TV; CD/DCD player; 1 - 4	2313 Hanselman Place	Crisis Centre Room 235	2	

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drawer file cabinet; 2 – 24" x 60" Elite Tables; 4 Shelf -Book Shelf (wooden); Large Secure File Cabinet – Dasco				
1 - 30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room 237	2	
1 - 30" Team Table and 30" Corner	2313 Hanselman Place	Quiet Room 239	2	
1 - Metal Storage Cabinet -18"(w) x 38"(l) x 72"(h)	3rd Floor, 230 - 22nd Street East	Incident Investigation Room 238	2	
2 - 24" x 60" Elite Tables; 2 - 24" x 4" printer stands	2313 Hanselman Place	Shared Equipment Room 240	2	
2 - 24" x 60" Elite Table 4 - 24" corners	3rd Floor, 230 - 22nd Street East	Small Meeting Room 241	2	
4 - Metal/Wood Storage Cabinets	2313 Hanselman Place	UDH Room 242	2	
6 - 24" x 60" Elite Tables; 4 - 24" Corners	2313 Hanselman Place	Medium Meeting Room 243	2	
6 - 24" x 60" Elite Tables; 4 - 24" Corners	2313 Hanselman Place	Medium Meeting Room 244	2	
96" Diameter Round Table with Base (2 sections); 15 wooden chairs;	2313 Hanselman	Medium Meeting	3	

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storage cabinets x 2	Room 341		
10 - 24" x 60" Elite Tables; 6 - 24" corners	2313 Hanselman Place	Large Meeting Room 344	3
1 - Large Team Table with Base and 4 chairs	2313 Hanselman Place	Collaborative - Center Window	3

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WORKSTATION AND OFFICE ITEMS				
October 31, 2014 Section/Division (64 FTEs) = 335 boxes	From Location(s)	To Location at 3427 Faithfull Avenue		
70 boxes	2155 Airport Drive	Health Services SPS (14)	1	
20 boxes	Lancaster	External Connectivity (4)	1	
35 boxes	Lancaster	Victim Services (7)	3	
30 boxes	Lancaster	Chaplaincy (3)	2	
5 boxes	Lancaster	HR (1)	3	
50 boxes	GoCB	CORCAN (10)	1	
125 boxes	T & T Towers	Accounts Payable (25)	3	
20 cuft boxes	Lancaster/GOCB/T&T Towers	Meeting rooms, storage rooms, kitchenettes , various areas as labeled on item.	1	
20 (approx) - Office Chairs for	Lancaster/GOCB/T&T	various areas as	1	

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Workstations/Offices	Towers	labeled on item.		
60 (approx) - 2-Drawer Laterals	Lancaster/GOCB/T&T Towers	various areas as labeled on item.	1	
5 (approx) - 4 or 5 Drawer Laterals	Lancaster/GOCB/T&T Towers	various areas as labeled on item.	1	
90 (approx)- Computers/laptops + Bag of Accessories (keyboards, mouse, cables, etc.	Lancaster/GOCB/T&T Towers	various areas as labeled on item.	1	
125 (approx) - Computer Monitors	Lancaster/GOCB/T&T Towers	various areas as labeled on item.	1	
10 - Various White Boards, Cork Boards - various sizes	Lancaster/GOCB/T&T Towers	various areas as labeled on item.	1	
Lancaster/GOCB/T&T Towers	Lancaster/GOCB/T&T Towers	various rooms as labeled on item.	1	
5 - Printer Stands 24 x 24	Lancaster/GOCB/T&T Towers	various rooms as labeled on item.	1	
Health Services Special Purpose Space Equipment.	2155 Airport Drive, Bay 7 and 8	Room 128 – Health Services	1	see Appendix 2 for list of items.

GENERAL OFFICE EQUIPMENT				
QTY - ITEM DESCRIPTION	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
Printer - LEXMARK/M/T654DTN	T & T Towers - Main Floor, 340 - 3rd Avenue North	Room 342 Finance (Secure Area)	3	
Printer - LEXMARK/M-MFD/X654DE	T & T Towers Main Floor, 340 - 3rd Avenue North	Area 128 Health Services Support Area	1	
Printer - LEXMARK/M/T654DTN	2155 Airport Drive	Area 128 Health Services Support Area	1	
Printer - LEXMARK/M/T654DTN	2155 Airport Drive	Area 128 Health Services Support Area	1	
Printer - LEXMARK/C-MFD/X748DTE	3rd Floor, 101 - 22nd Street East	Area 134 Corcan	1	
Copier - XEROX/M-Copier/Workcentre 5755	2313 Hanselman Place -East Copy Room	Room 142 Shared Equipment Room	1	

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Printer - LEXMARK/M-MFD/MX711DTHE	2313 Hanselman Place -Storage	Area 142 Shared Equipment Room	1	
Printer - LEXMARK/M-MFD/X654DE	T & T Towers - 2nd Floor, 340 - 3rd Avenue North	Area 224 Shared Equipment Room	2	

CLOSED SPACES

CLOSED SPACES				
QTY - ITEM DESCRIPTION	From Location(s)	To Location at 3427 Faithfull Avenue	Floor	Additional Specific Items to be Moved for Division/Sector
Memorial Plaque (currently mounted on wall) and Large Lock Display)	2309 Hanselman Place	Public Lobby - Area 120	1	
1-round team table, 48" dia. Avonite solid surface top, removable. 31" high base; 5-Pearle Narrow High Back chairs; 1-Pearle Leather Wide High back chair; 1-L shaped desk 7' x 6' , to be disassembled for moving; 1-5'L x 2' deep x 3'h cabinet; 1-5'L x 1' deep x 4'H hutch for top of cabinet, glass doors; 1-16" x 24" x 7' high wardrobe	3rd Floor, 101 22nd Street East	Corcan Manager's Office - Room 146	1	
2 - Genesis Tables (24" x 48")	2155 Airport Drive	Connectivity - Testing Area		

Appendix 2

Health Services Equipment list

Fridge and Freezer:

Whirlpool	EB9FVHXV902	7.1A, 115V
Kenmore	970-447820	5 A, 115V
Frigidaire	FRU17B2JW20	5A, 115V
Beverage-Air Horizon Series	HR3-15	10A, 115V
Russell**	SE42SXG fridge	2.7A, 115V
Danby Chest Freezer	DCFM050A1WSP	1.4A, 115V

**Russell Fridge Dimension

- 47.5" wide, 31" Depth, 78" height

Pharmacy Packaging Equipment:

6 x MTS Heat Sealers	Autogen	7.9A, 120V
4 x Repeater Pump	BAXA	120V
Medication Packager	MTS 350TC	7A, 120V
Jun Air Compressor	OF302-25B	6.6A, 120V
Automated Tablet Packager	TCG RX- ATP	Heat Sealer 2A, 250V Conveyor Motor 2A, 250V Seal Motor 2A, 250V
Medication Spooler	TCG RX APS-100	
Narcotic Safe	Sargeant and Green Leaf	
Weigh Scale	AccuCount Precisa	
2 x Bottle Capper	Kinex ES300	

Additional Equipment:

Water Distiller- Precision Water Systems PWS 8-5

Dishwasher

Microwave

Specialized Computer Equipment:

Packaging Machine

3 Computer Towers

2 Monitors

1 Printer

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ANNEX "B"

Basis of Payment

1.1. It is mandatory that bidders submit firm all inclusive prices for the period of the proposed Contract and for all option periods for all items listed in the following pricing schedules. This section, when completed, will be considered as the bidder's Financial Bid.

1.2. Should there be an error in the extended pricing of the bidder's bid, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation.

1.3. Prices must include all costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. No additional charges will be allowed for travel. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Period of Contract: October 17, 2014 to November 10, 2014

Description	Unit of Issue	Estimated Usage (A)	Firm Unit Price (CDN) (B)	Extended Total (A) X (B)
1. Phase One All inclusive lot price to relocate items detailed under Annex "A" Appendix 1 and 2 -Phase One Schedule of Items for Relocation October 17, 2014 (8:00 am) to October 19, 2014 (10:00 pm) as outlined in the Statement of Work	Lot	1	\$ _____ /Lot	\$ _____
2. Phase Two All inclusive lot price to relocate items detailed under Annex "A" Appendix 1 and 2 - Phase Two Schedule of Items for Relocation October 24, 2014 to October 26, 2014 (10:00 pm) as outlined in the Statement of Work	Lot	1	\$ _____ /Lot	\$ _____
3. Phase Three All inclusive lot price to relocate items detailed under Annex "A" Appendix 1 and 2 -Phase Three Schedule of Items for Relocation October 31, 2014 (8:00 am) to November 2, 2014 (10:00 pm)- as outlined in the Statement of Work	Lot	1	\$ _____ /Lot	\$ _____
4. All inclusive firm lot price to provide crew of 3 from 8:00 am to 12:00 am onsite the Monday following each phased move to relocate any items identified to be placed in incorrect locations as per the Statement of Work.	Lot	3	\$ _____ /Lot	\$ _____

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6. Transportation for Phase One	Lot	1	\$ _____ /Lot	\$ _____
7. Transportation for Phase Two	Lot	1	\$ _____ /Lot	\$ _____
8. Transportation for Phase Three	Lot	1	\$ _____ /Lot	\$ _____
Total				\$ _____

Evaluated Total: = \$ _____

ANNEX "C"

Insurance Requirements

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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection

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- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

All Risk in Transit Insurance.

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