

RETURN BIDS TO:

BRU@gc.ca

Attn: Rui Ormonde

FOR ELECTRONIC BIDS:

The BRU@gc.ca electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration 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 thereof.

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Citizenship and Immigration Canada

Passport Material Management Division

70 Crémazie

Gatineau, Québec K1A 0G3

Title – Sujet	
Office Moving Services	
Solicitation No. – N° de l'invitation	Date
CIC-145602	June 29, 2016
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – August 8, 2016	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à : BRU@gc.ca	
Telephone No. – N° de téléphone :	
819-934-3812	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

1.2 Summary

To provide relocation and warehousing services for the moving of offices, workplaces, and other various government facilities, including office equipment, supplies and furniture, on an "as and when requested" basis, within the NCR. NCR is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighboring city of Gatineau, Quebec, and surrounding urban.

1.2.2 Single Task Authorization-Based Contract

Canada is seeking to establish a contract for *Office Moving Services* on an "as and when requested" basis, as defined in Appendix "D", Statement of Work, for *one (1) year and provision for three (3) one (1) year options*.

1.2.3 Security requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Appendix "G". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2.4 *Agreements noted in the clause*

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 **Debriefings**

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada () instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Website at <http://www.gc.ca/english/transparency/index.asp>

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [-SI-001 \(2015-11-17\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Citizenship and Immigration Canada will not be accepted.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid one (1) soft copy

Section II: Financial Bid one (1) soft copy

Section III: Certifications one (1) soft copy

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

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. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix "E", Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "I", Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

3.2 SACC Manual Clauses

C3011T (2010-01-11) - Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the required certifications under Part 5 – Certifications.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

<i>Number</i>	<i>Mandatory Technical Criterion</i>	<i>Required Supporting Information</i>	<i>MET/ NOT MET</i>	<i>Cross Reference to Proposal (Page #)</i>
MT1	The Bidder must have a minimum of three (3) years experience within the last five (5) years in dismantling and re-configuring each; Teknion and Haworth Systems.	The Bidder must provide at the time of bid closing, detailed examples within the proposed resource's résumé, supported by dates (MM/YY) and details of tasks performed demonstrating that the proposed resource meets the requirement.		

Number	Mandatory Technical Criterion	Required Supporting Information	MET/ NOT MET	Cross Reference to Proposal (Page #)
MT2	<p>The Bidder must have completed a minimum of two (2) projects within the last two (2) years with Workplace 2.0 and PWGSC office reconfiguration standards.</p> <p>*see following link for standard http://www.gcpedia.gc.ca/wiki/Fit-up_Standards</p>	<p>The Bidder must provide at the time of bid closing detailed examples within the proposed resource's résumé, supported by dates (MM/YY) and details of tasks performed demonstrating that the proposed resource meets the requirement.</p>		
MT3	<p>The Bidder must have manpower available to work Hours, as stipulated in Appendix "D" subsection D5.6.2</p>	<p>The Bidder must provide a statement confirming their compliance.</p>		
MT4	<p>At bid closing, all proposed resources must have a Reliability Status security clearance as stipulated in Part 6 – Resulting Contract Clauses and Appendix "G".</p>	<p>The following information must be provided with the proposal:</p> <ul style="list-style-type: none"> • File number • Security level • Expiration date • Date of birth <p><i>Provide the full name of the proposed resource and the Security clearance file number issued by PWGSC and the Canadian Industrial Security Directorate (CISD).</i></p>		

Number	Mandatory Technical Criterion	Required Supporting Information	MET/ NOT MET	Cross Reference to Proposal (Page #)
MT5	The bidder must have available a minimum of 5,000 cubic feet of warehouse (storage) space for rental available in the National Capital Region, as stipulated in Appendix "D" subsection D5.2.1 NCR is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighboring city of Gatineau, Quebec, and surrounding urban	The Bidder must provide a statement confirming their compliance.		
MT6	The bidder must possess the equipment, as stipulated in Appendix "D" subsection D5.4 ;	The Bidder must provide a statement confirming their compliance.		
MT7	The Bidder's proposed Crew Supervisor must possess a minimum of three (3) years experience supervising projects of dismantling and re-configuring Teknion and Haworth Systems.	The Bidder must provide at the time of bid closing detailed examples within the proposed resource's résumé, supported by dates (MM/YY) and details of tasks performed demonstrating that the proposed resource meets the requirement.		
MT8	The bidder's proposed resources must include a minimum of twelve (12) movers.	The Bidder must provide a statement confirming their compliance and <i>provide the full name of the proposed resource.</i>		

Number	Mandatory Technical Criterion	Required Supporting Information	MET/ NOT MET	Cross Reference to Proposal (Page #)
MT9	The bidder's proposed resources must include a minimum of six (6) installers with Haworth and Teknion installation capabilities.	The Bidder must provide a statement confirming their compliance and <i>provide the full name of the proposed resource.</i>		
MT10	The bidder must possess vehicles meeting the criteria of a minimum weight capacity of Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; with hydraulic tail gate. As stipulated in Appendix "D" subsection D5.5.1	The Bidder must provide proof of ownership confirming their compliance with the weight capacity of vehicle.		

4.1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

Number	Rated Technical Criterion	Required Supporting Information	Score
R1	<p>The bidder's proposed resources should have employees with Fall Protection and Workplace Hazardous Materials Information System (WHMIS) certifications.</p> <p>1 point per certified employee, to a maximum of 10 points will be awarded</p>	<p>The Bidder must provide a statement confirming their compliance and <i>provide the full name of the proposed resource.</i></p>	/10
R2	<p>The Bidder should demonstrate they possess recent* experience successfully completing a move projects containing a minimum of 200 employees during the span of one week-end**.</p> <p>*Recent is defined as in the last 3 years</p> <p>** Week-end is defined as being from Friday after 17:00 to Monday morning 8:00</p> <p>5 points will be awarded</p>	<p>The Bidder must provide at the time of bid closing detailed examples, supported by dates (MM/YY) and details of tasks performed demonstrating compliance with the requirement.</p>	/5
Total Score			/15

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive, *hourly rates* for the Categories of Resources being proposed in accordance with the bid solicitation, for the initial contract period.

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.1.4 Substantiation of Professional Services Rates

In Canada’s experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm’s length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer’s name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the

amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Price per Point

4.2.1.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all the mandatory evaluation criteria; and
- c) At the date of bid closing, the following conditions must be met:
 - 1) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - 2) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - 3) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

4.2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

For the purposes of bid evaluation, Basis of Payment, Appendix "E" will be used. The Bidder must provide all inclusive *hourly rates* for all resources being proposed in accordance with the bid solicitation, for the contract period. However only the section identified as "Service Items" will be used for Financial Evaluation purposes.

The winner will be determined as the lowest cost per point. The final evaluated price will be based on the combination of Total average of the three (3) Averaged hourly rates (Business Hours, Off Business Hours and Statutory Holiday Hours) for the submitted categories (identified

in section “Labour Category” in table shown in Appendix E) and Cost per cubic feet per day of storage fees (identified in section “Storage services” in table shown in Appendix E).

Formula as follows:

Calculation of Average Hours:

$$\frac{\text{hourly rates of Crew Supervisor} + \text{hourly rates of Mover} + \text{hourly rates of Installer}}{3}$$

Calculation of Total Average Hours:

$$\frac{\text{Average of Business Hours} + \text{Average of Off Business Hours} + \text{Average of Civic Holidays Hours}}{3}$$

Calculation of Grand Total:

Total Average Hours + cost per cubic feet per day of storage fees

Calculation of lowest evaluated price per point:

$$\frac{\text{Grand Total}}{\text{Technical Evaluation Rated Criteria score}}$$

Sample calculation

Service Items *used for financial evaluation purposes			
	Hourly rate		
	Normal Business hours	Off Business hours	Civic Holidays hours
Labour Category (7 days per week)			
Crew Supervisor	23.00 per hour	25.00 per hour	27.00 per hour
Movers	20.00 per hour	23.00 per hour	24.00 per hour
Installers	22.00 per hour	24.00 per hour	25.00 per hour
Average hourly rate	21.67 per hour	24.00 per hour	25.33 per hour
a. Total Average hourly rate	23.67 per hour		
b. Storage fees	\$3.55 per cubic feet per day		
Grand Total (A)+(B)	\$27.22		

Technical Rated score: 10 of 15

27.22 divided by 10 = 2.722 dollars per point

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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, if any certification made by the Bidder is found to be untrue whether 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

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

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

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

5.2.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites

as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

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

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.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.2.3 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon

request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.4 Education and Experience

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

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- a) At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

PART 7 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Citizenship and Immigration Canada () Contract Terms and Conditions is available on the Website: <http://www.gc.ca/english/transparency/index.asp>

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [-SI-001 \(2015-11-17\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

A4. General Conditions

A4.1 General Conditions [-GC-002 \(2015-11-17\)](#), Low Complexity Goods and Services Contract shall apply to and form part of this Contract.

APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment – Task Authorizations;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Insurance Requirements;
- h) Appendix “G” – Security Requirement Checklist (SRCL);
- i) Appendix “H” – Vendor Information and Authorization Form;
- j) Appendix “I” – Task Authorization Form
- k) the Contractor's proposal dated _____ (TBD)

B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>A9117C</i>	<i>2007-11-30</i>	<i>T1204 - Direct Request by Customer Department</i>
<i>A9116C</i>	<i>2007-11-30</i>	<i>T1204 Information Reporting by Contractor</i>
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>
<i>A7017C</i>	<i>2008-05-12</i>	<i>Replacement of Specific Individual</i>

B3. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide, attached at Appendix G;
 - b. Industrial Security Manual (Latest Edition).

B4. Period of Contract

The period of the Contract is from date of contract award to August 31st, 2017

B4.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to **(3) three** additional **(1) one** years periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix "E", Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **(15) fifteen** calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

B5. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B6. Certifications / Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

B7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Appendix "F". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if

requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B8. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

B9. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

B10. Authorities

B10.1 Contracting Authority

The Contracting Authority for the Contract is:

Rui Ormonde
Senior Procurement and Contracting Officer
NHQ - Administration, Security and Accommodation
Citizenship and Immigration Canada
70 Crémazie Street
Gatineau QC
K1A 1L1
Rui.Ormonde@gc.ca
Telephone | Téléphone 819-934-3812
Facsimile | Télécopieur 819-934-3892

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.

B10.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project

Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

B10.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

APPENDIX “C”, TERMS OF PAYMENT

TASK AUTHORIZATIONS

C1. Task Authorization:

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

C1.1 Task Authorization Process:

1. The *Project Authority or Technical Authority* will provide the Contractor with a description of the task using the "Task Authorization Form specified in Appendix “I”.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the *Project Authority or Technical Authority*, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the *Project Authority or Technical Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

C1.2 Minimum Work Guarantee – All the Work – Task Authorizations:

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

C2. Basis of Payment

For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Append "E", Basis of Payment, applicable taxes extra. Cost: **\$347,901.72**

C3. Limitation of Expenditure – Cumulative of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$347,901.72** and applicable taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

C4. Method of Payment

Canada will pay the Contractor upon completion and delivery of all the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- a) An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) All such documents have been verified by Canada; and
- c) The Work delivered has been accepted by Canada.

C5. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at **\$52,098.28**, are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C6. 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:

The original and one (1) copy must be forwarded to the following address for certification and payment.

- Address to be confirmed at contract award

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

- Address to be confirmed at contract award

C7. Travel and Living Expenses

"Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above.

APPENDIX “D”, STATEMENT OF WORK

D1. Title

Office Relocation Services for CIC (Citizenship and Immigration Canada)

D2. Background

CIC's Accommodation Directorate is in the process of implementing their 2016-2017 NHQ Move Sequence (National Program of Work (NPOW)) strategy. There will be a requirement for ongoing moving services to align and support the Facilities and Accommodation Move Coordinators in National Head quarters (NHQ). The NPOW Move Sequence will be an ongoing project requirement for Accommodation in conjunction with PWGSC WorkPlace (WP) 2.0 policy and strategy over the coming years.

D3. Objective

To support the NPOW Move Sequence Strategy for NHQ, fiscal year 2016-2017. This program entails the re-location of workstations/offices in 6 government Canada buildings located in the National Capital Region (NCR).

D4. Requirement

To provide relocation and warehousing services for the moving of offices, workplaces, and other various government facilities, including office equipment, supplies and furniture, on an "as and when requested" basis, within the NCR. NCR is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighboring city of Gatineau, Quebec, and surrounding urban.

D5. Scope of Work

D5.1 General Services

1. The Contractor agrees to provide relocation services including, but will not be limited to, the moving of full office suites, office furniture, computers, workstation systems, office equipment, filing cabinets, computer hardware, boardrooms, full kitchens, other workplace items such as fridges, microwaves, fax machines, files, records; as well as packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move.
2. Systems office furniture/workstations are to be reconfigured - dismantled and rebuilt according to Accommodation and PSPC WP 2.0 *specifications or as specified in Task Authorization.
3. *refer to link: http://www.gcpeia.gc.ca/wiki/Fit-up_Standards
4. All goods shall be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused, on commercial racking, for easy access.
5. The Contractor shall be prepared to respond within 48 hours of notice being given.
6. Submitted Task Authorization (TA) requests must be filled out by the Contractor and returned via email within 5 business days, unless otherwise specified.
7. Invoices must be submitted via e-mail within 5 business days of the job's completion.
8. The Contractor may be expected to deliver from the warehouse to CIC's work sites small amounts of goods within two (2) hours notice and within twenty-four (24) hours for larger orders. The same time frames apply for components being returned to the warehouse for storage.
9. The CIC's representative will be granted access to warehouse facilities, at all times.

10. At the time of a requested move, the Contractor is to be familiar with all the locations in which the Work is likely to occur, and with various freight handling systems as well in order to assess the docking, loading and unloading facilities.
11. The Contractor must provide an emergency contact name and number for a Manager or an Owner that would be available to communicate via e-mail/cell phone should the need arise.
12. The Contractor is responsible for any damage to any and all chattels in their possession or real estate that may be damaged as a result of their actions.

The Contractor must provide transportation to and from the work sites, for the Contractors' personnel, their tools, equipment; and also for all related materials and supplies required for the performance of the Work, under any resulting contract at no additional cost for transportation to CIC's site.

D5.2 Warehousing Services

1. Provide at least 5,000 cubic feet of warehouse space, in the NCR, for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage requirements.
2. Identify the total amount of cubic feet of actual materiel warehoused.
3. Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.
4. Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods.
5. At the time of each defined move requested by CIC's, prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move. Any damage is to be verified by CIC's Project Authority, prior to the item being moved.
6. In the event of any damage or loss attributed to the Contractor during a move and warehousing operation, the Contractor will repair or replace CIC's furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.

D5.3 Staff/Personnel

1. Personnel assigned to this work shall be movers, crew supervisor and installers. They shall possess the knowledge related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations.
2. Personnel shall be able to read screen and floor plans and also furniture layouts.
3. Personnel must be prepared to do heavy lifting and stair carries if required. Advance notice would be given.
4. Personnel must have safety equipment (when requested), such as hard hats and safety glasses.
5. Personnel (a minimum of 12 employees) should have Fall Protection and Workplace Hazardous Materials Information System (WHMIS) certifications.
6. Personnel (a minimum of 6 installers) must have Haworth and Teknion installation capabilities.
7. Each move, regardless of how big or small, requires a crew supervisor.
8. The crew supervisor must have a bill of lading to sign at the end of each job.
9. Personnel shall display the Contractor's name or logo on their outer garment(s) for identification purposes. The personnel shall also carry around a personal identity card of the Contractor with them and show it whenever they are asked to do so at any move location.
10. Personnel shall have client orientation and interpersonal skills; they shall be able to work well with others, to dress properly for work and possess good communication skills and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks shall wear clothes appropriate for the environment as well as have personal suitability.
 - ✓ neat in appearance;
 - ✓ dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours);
 as required, and in accordance with the Canada Occupational Safety and Health Regulations.

D5.4 Equipment, Resources

The Contractor is required to provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to CIC.

Example of what could be required

- facsimile machine(s) capable of sending and receiving facsimile messages;
- 4 wheel padded dollies;
- screen carts;
- computer carts;
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- shrink wrap;
- dollies;
- coal bins;
- blankets/furniture pads;
- safe jacks;
- fridge carts.

D5.5 Vehicles

1. The Contractor is required to provide a trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate)
2. Up to two (2) cub vans with sufficient clean furniture pads in each truck and a wallboard, as required.
3. One (1) tractor trailer.
4. The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-needed basis.
5. The Contractor is required to have readily available back-up vehicles in case of breakdown at no additional cost to the identified user(s).
6. The Contractor is required to ensure that all vehicles are clean and in good working order.

D5.6 Hours of Work

1. All work shall be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified on each individual Task Authorization. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by CIC.
2. Normal working hours: means from 08:00 to 17:00, Monday to Friday. Off Business hours: means working outside the regular hours of 08:00 to 17:00 Monday to Friday.
3. The minimum Task Authorization period will be three (3) hours.

D6. Site Regulations

The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.

D7. Registration - Authorities – Licenses

The Contractor must ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.

D8. Official Languages

English or French

D9. Availability of Personnel

The contractor certifies the employees and subcontractors will be available to commence performance of the work from contract award date and will remain available to perform the work in accordance requirements and deliverables of the Statement of Work.

D10. Deliverable

To be specified in subsequent Task Authorizations form

APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed **\$400,000.00, including, travel expenses and all applicable taxes.**

Initial Contract period (Contract award to August 2017)

Service Items *used for financial evaluation purposes			
	Hourly rate		
	Normal Business hours	Off Business hours	Civic Holidays hours
Labour Category (7 days per week)			
Crew Supervisor	_____ per hour	_____ per hour	_____ per hour
Movers	_____ per hour	_____ per hour	_____ per hour
Installers	_____ per hour	_____ per hour	_____ per hour
Average hourly rate	_____ per hour	_____ per hour	_____ per hour
a. Total Average hourly rate	_____ per hour		
b. Storage fees	\$_____ per cubic feet per day		
Grand Total (A)+(B)	\$_____		

Vehicles, including driver (7 days per week) **Not used for Financial evaluation purposes			
Cube Van Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Truck min Gross Vehicle Weight registers (GVWR) 6,800kg, with or without hydraulic lift Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Tractor Trailer Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Packing Material and Supplies (7 days per week) **Not used for Financial evaluation purposes			
Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	_____ per box (including labels and tape)		
Plastic Bins (30" x 24") with lids, labels and security ties. Price per week with one week minimum	_____ per bin, per week (including lids, labels and ties) _____ per bin to keep bin		

Option period 1 (September 2017 to August 2018)

Service Items			
	Hourly rate		
	Normal Business hours	Off Business hours	Civic Holidays hours
Labour Category (7 days per week)			
Crew Supervisor	_____ per hour	_____ per hour	_____ per hour
Movers	_____ per hour	_____ per hour	_____ per hour
Installers	_____ per hour	_____ per hour	_____ per hour
Vehicles, including driver (7 days per week)			
Cube Van Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Truck min Gross Vehicle Weight registers (GVWR) 6,800kg, with or without hydraulic lift Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Tractor Trailer Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Packing Material and Supplies (7 days per week)			
Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	_____ per box (including labels and tape)		
Plastic Bins (30" x 24") with lids, labels and security ties. Price per week with one week minimum	_____ per bin, per week (including lids, labels and ties) _____ per bin to keep bin		

Option period 2 (September 2018 to August 2019)

Service Items			
	Hourly rate		
	Normal Business hours	Off Business hours	Civic Holidays hours
Labour Category (7 days per week)			
Crew Supervisor	_____ per hour	_____ per hour	_____ per hour
Movers	_____ per hour	_____ per hour	_____ per hour
Installers	_____ per hour	_____ per hour	_____ per hour
Vehicles, including driver (7 days per week)			
Cube Van Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Truck min Gross Vehicle Weight registers (GVWR) 6,800kg, with or without hydraulic lift Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Tractor Trailer Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Packing Material and Supplies (7 days per week)			
Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	_____ per box (including labels and tape)		
Plastic Bins (30" x 24") with lids, labels and security ties. Price per week with one week minimum	_____ per bin, per week (including lids, labels and ties) _____ per bin to keep bin		

Option period 3 (September 2019 to August 2020)

Service Items			
	Hourly rate		
	Normal Business hours	Off Business hours	Civic Holidays hours
Labour Category (7 days per week)			
Crew Supervisor	_____ per hour	_____ per hour	_____ per hour
Movers	_____ per hour	_____ per hour	_____ per hour
Installers	_____ per hour	_____ per hour	_____ per hour
Vehicles, including driver (7 days per week)			
Cube Van Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Truck min Gross Vehicle Weight registers (GVWR) 6,800kg, with or without hydraulic lift Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Tractor Trailer Including one driver (mover)	_____ per hour	_____ per hour	_____ per hour
Packing Material and Supplies (7 days per week)			
Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	_____ per box (including labels and tape)		
Plastic Bins (30" x 24") with lids, labels and security ties. Price per week with one week minimum	_____ per bin, per week (including lids, labels and ties) _____ per bin to keep bin		

1.1 Definition of Business Hours:

For the purpose of this Contract, Normal Business hours are defined as being from 8:00 am to 5:00 pm, Monday to Friday.

All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

1.2 Option Periods

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to **(3) three** additional options for **(1) one** year period each under the same conditions, each valued at **\$347,901.72** excluding applicable taxes. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix "E", Basis of Payment.

APPENDIX “F”, INSURANCE REQUIREMENTS

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.

The Commercial General Liability policy must include the following:

- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Minister of Citizenship and Immigration.
- b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:


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

For other provinces and territories, send to:

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

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

APPENDIX "G", SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
145802

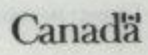
Security Classification / Classification de sécurité
Unclassified

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

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

78575CT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

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

Special comments:
Commentaires spéciaux :

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC							
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	Protected / Protégé			CONFIDENTIAL	SECRET	TOP SECRET		
											A	B	C					
Information / Assets / Programmes / Equipement / Services																		
IT Media / Support IT / Média électronique																		

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

145602

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Jean-Pierre Couët		Director, Accommodation Man.	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
5199343503		Jean-Pierre.Couet@cc.gc.ca	May 9, 2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Nigel Charles		Security Officer	Nigel Charles
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-457-7877	613-954-9477	nigel.charles@cc.gc.ca	16 June 2016
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Rui ORMONDE		PROCUREMENT OFFICER	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-934-3812		Rui.ORMONDE@CIC.gc.ca	23 JUNE 2016
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Nigel Charles		Security Officer	Nigel Charles
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-457-7877	613-954-9477	nigel.charles@cc.gc.ca	16 June 2016

TBS/SCT 350-100(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

APPENDIX "H", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

GST or HST Registration Number and/or Procurement Business Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.

APPENDIX "I", TASK AUTHORIZATION FORM

TASK AUTHORIZATION REQUEST			
1.0 Administrative Information:			
Contractor :			
Contract Number:	Task Authorization No.	Date:	
PO Number:			
2.0 Description of Work to be performed:			
Background:			
General Purpose and Scope:			
Tasks and Responsibilities:			
Deliverables:			
3.0 Period of services	From:	To:	
4.0 Work location			
5.0 Travel requirements	N/A		
6.0 Gov't furnished equipment/material	N/A		
7.0 Authorities			
Project Authority		Contracting Authority	
8.0 Task Authorization Basis of Payment			
Type of Labour Category	Fixed All-inclusive Per Diem Labour Rate	Estimated Level of Effort	Total Price (\$)
Subtotal - Labour			
Subtotal - All			
Applicable Taxes			
TOTAL			
Check applicable of basis of payment (select one basis only)			
Limitation of Expenditure			
Check applicable of method of payment (select one basis only)			
Monthly			

TASK AUTHORIZATION APPROVALS	
9.0 Contracting Authority - Concurrence to Proceed with TA:	
Signature: _____	Date: _____
10.0 Project Authority - Contractor's TA Proposal is Accepted:	
Signature: _____	Date: _____
11.0 Contractor - Concurrence with Expenditure:	
Signature : _____	Date: _____
You are requested to sell to Canada, in accordance with the terms and conditions included in the Contract no. and the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein for this Task Authorization at the price set out thereof.	

DELIVERABLE ACCEPTANCE
Department Name: _____
Task Authorization Number: _____
Contract Authority: _____
Date Submitted: [YYYY-MM-DD]
DESCRIPTION OF DELIVERABLE(S)
[Describe the deliverables accepted]
Name of the individual who accepted the deliverable: _____
Title of the individual who accepted the deliverable: _____
Date accepted: [YYYY-MM-DD]
Signature of the individual who accepted the deliverable: _____
Comments: