



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Correctional Service Canada –
Regional Headquarters (Pacific)
PO Box 4500 Unit #100
33991 Gladys Avenue
Abbotsford, BC V2S 2E8

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service 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.

Proposition à: Service Correctionnel du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

“THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT” « LE PRÉSENT DOCUMENT
COMPORTE UNE EXIGENCE RELATIVE À LA
SÉCURITÉ »

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l’entrepreneur:

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d’entreprise :

Title — Sujet: Storage and Installation Services	
Solicitation No. — N° de l’invitation	Date: 12-July-2016
21C80-16-4007	
Client Reference No. — N° de Référence du Client	
21C80-16-4007	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L’invitation prend fin at / à : 2:00PM PDST on / le : 22-August-2016	
F.O.B. — F.A.B.	
Plant – Usine:	Destination: Other-Autre:
Address Enquiries to — Soumettre toutes questions à:	
Sandra Wilford Sandra.Wilford@csc-scc.gc.ca	
Telephone No. – N° de téléphone:	Fax No. – N° de télécopieur:
604.870.2603	604.870.2444
Destination of Goods, Services and Construction:	
Destination des biens, services et construction:	
Vancouver Island South, Vancouver Island North and Greater Vancouver Area	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l’entrepreneur	
Name / Nom Title / Titre	
Signature Date	
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 Before award of a contract, the following conditions must be met:

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

1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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

2. Statement of Work

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

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. 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.

5. Trade Agreements

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).

6. Procurement Ombudsman

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) 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, 2016-04-04, Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days
Insert: one hundred and twenty (120)-days

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) 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 or email to CSC will not be accepted.

3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) business 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 British Columbia.

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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:

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. 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, duo tangs or binders.

2. 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.

3. Section II: Financial Bid

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

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T, 2013-11-06, Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications and additional information 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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

1.2 Financial Evaluation

SACC Manual Clause A0220T, 2014-06-29, Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

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



PART 5 - CERTIFICATIONS 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. Unless specified otherwise, 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 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 Bidders' 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. Certification Required with the Bid

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.



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 provided will render the bid non-responsive.

2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

OR

The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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.



2.3 Former Public Servant Certification

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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



Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Language Requirements - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

2.5 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.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

- 1.1 The following security requirements (SRCL and related clauses provided by PSPC ISP) apply to and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PSPC FILE 21C80-16-4007

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

2. Statement of Work

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

2.1 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.

2.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
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, within three (3) 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 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.



2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

2.1.3 Minimum Work Guarantee - All of 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 10%.
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.

3. Standard Clauses and Conditions

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010C, 2016-04-04, General Conditions - Services (Medium Complexity), apply to and form part of the Contract.



4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from 01-September-2016 to 31-August-2017 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Wilford
Title: Regional Procurement and Contracting Officer
Correctional Service Canada
Branch/Directorate: Regional Headquarters – Pacific Region
Telephone: 604.870.2603
Facsimile: 604.870.2444
E-mail address: Sandra.Wilford@csc-scc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Correctional Service Canada
Branch/Directorate:
Telephone:
Facsimile:
E-mail address:

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



5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
 Title: _____
 Company: _____
 Address: _____

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

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ . Customs duties are included, 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.



6.3 SACC Manual Clauses

SACC Manual clause A9117C, 2007-11-30, T1204 - Direct Request by Customer Department
SACC Manual clause C0710C, 2007-11-30, Time and Contract Price Verification
SACC Manual clause C0705C, 2010-01-11, Discretionary Audit

6.4 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses,
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

Correctional Service Canada
Matsqui Institution – CORCAN SALES
Box 2500, 33344 King Road
Abbotsford BC V2S 4P3
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications and Additional Information

8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

9. Applicable Laws

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



10. 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, 2016-04-04 - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of their annexes, if any);
- (g) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

11.1 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.

11.2 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.

12. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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.



12.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. 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.



13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, 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.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.



16. Compliance with CSC Policies

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.



19. Dispute Resolution Services

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

20. Contract Administration

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

21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

22. 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.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: <http://www.csc-scc.gc.ca/publications/005007-6001-eng.shtml>.



Annex A – Statement of Work Storage and Installation Services

The Correctional Service of Canada – CORCAN has a requirement for skilled, experienced installers to store and install CORCAN furniture and other manufactured products on Vancouver Island and the Greater Vancouver Area for various Government Departments on an as needed basis.

1. Background:

CORCAN is a key rehabilitation program of the Correctional Service of Canada (CSC); as such CORCAN operates as a Special Operating Agency within the CSC. The mandate of CORCAN is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community.

As a supplier of systems furniture, freestanding furniture, and other products, CORCAN engages offenders in productive employment in a variety of manufacturing environments, which provide Offender Workers with positive job-related work habits and the opportunity to acquire real-world marketable skills.

CORCAN operations focus on products that are used internally within CSC. Products are marketed primarily to federal and other government departments, non-governmental organizations and agencies, within the Province of British Columbia (Lower Mainland and Vancouver Island).

2. Objective:

To provide warehouse storage, dismantling of existing office systems, delivery, assembly and Installation of new CORCAN office systems, (free standing furniture, and other product types), dismantling and reconfiguration of existing office systems, warranty claim services, and repair and/or refinish damaged CORCAN furniture.

3. Tasks:

- 1) The Contractor must provide all tools, equipment and personnel to safely and efficiently carry out the work.
- 2) Complete all adjustments, touch-ups, repair of wood and plastic laminates and cleanup.
- 3) Maintain small inventory of touch up medium for scratch repair, buffing and cleaning; and other critical items such as bolts and screws, etc.
- 4) CORCAN shall ensure that the contractor is supplied with the necessary paperwork including drawings, sales order and any special installation requests from the sales office to meet the customer's needs.
- 5) Upon receipt of a work order from the CORCAN Regional Sales Office, the contractor will follow up with the Project Authority for installation arrangements and dates.



- 6) Ensure all appointment times related to the installation are pre-arranged with the Customer's representative.
- 7) The contractor shall act as the onsite contact for CORCAN, and will meet with customers prior to the installation to review logistical issues related to the installation.
- 8) The contractor may be requested to measure the office spaces and suggest appropriate furniture reconfigurations.
- 9) **The product MUST be installed as per the drawings and layouts provided. Any customer requests for reconfiguration, deletions or substitutions shall be forwarded to the sales office for authorization prior to action by the contractor. A proper quote for the changes and amendment to the purchase order to reflect these additional costs must be completed before any work is done. Failure to obtain approval by the Sales Office prior to making any changes could result in non-payment of the additional costs.**
- 10) The contractor will ensure they have sufficient staff to provide for installation services at the customers site when access is available, this may require weekend and evening installation services.
- 11) The contractor is required to advise the Technical Authority of any unanticipated delays, including but not limited to operational constraints at the customer's location.
- 12) The Contractor will ensure the personnel working at the installation site are dressed appropriately and possess the appropriate personal safety equipment. Appropriate dress would be plain clean golf shirts with jeans or khakis without holes. Personal safety equipment would include items such as steel toe boots and work gloves. Further safety equipment could be safety goggles and / or hard hat may be required as posted at the customers site.
- 13) The contractor will ensure its employees perform the services in a professional and courteous manner.
- 14) The contractor will comply with all applicable safety rules and regulations. When applicable the Contractor shall post a safety plan on-site and provide a copy to the Technical Authority. The Contractor shall ensure its personnel are trained in the use of applicable safety equipment and safety procedures.
- 15) The contractor will co-ordinate furniture installations with the on-site representative of the customer. This will ensure other trades are not working in the furniture installation area.
- 16) The contractor will ensure its **onsite supervisor** are capable of reading and interpreting installation blueprints and perform installations according to details appearing on the blueprints.
- 17) Telephone and / or written communication with the Contractor **must** be available during the **normal working hours of 8:00 am to 5:00 pm Monday to Friday inclusive.** Requests for contact by the customer or the sales office by either phone or email **must** be returned within 48 hours to maintain customer service.



3.1 Warehousing and Storage (When Required):

- 1) When required the contractor will provide a warehouse storage / staging area and receive multiple shipments of new CORCAN furniture and other products prior to delivery and set up at the customer location. This is necessary to ensure all required components have been received prior to onsite delivery to the customer.
- 2) During low season defined as May to November, the Contractor may be required to provide up to 1000 square feet of storage space. During peak season defined as December - April, the Contractor may be required to provide from 1000 up to a maximum of 6000 square feet of storage space. The warehouse would normally be an open space that can hold pallets of furniture product pending installation.
- 3) The warehouse space must have adequate climate control and must ensure that the temperature does not go below 5 c and not to exceed 30 c.
- 4) The warehouse premises must have a standard fire protection system, **including alarms and sprinklers.**
- 5) The warehouse premises must have loading facilities for multiple truck types, including tractor trailers. It must also be suitable for the use of a forklift for loading and unloading. A minimum of one standard bay door is required to allow for the movement of large pallets of furniture.
- 6) The Contractor must provide a powered forklift available for use at the warehousing premises. The powered forklift must be able to lift pallets sometimes weighing more than 200 lbs. and will be used for loading and unloading, and transporting palletized material in and out of transport vans and of stacking of the pallets.
- 7) Telephone communication with the Contractor's warehouse must be available during normal working hours. **Normal working hours are from 8:00 am to 5:00 pm Monday to Friday** inclusive, except statutory holidays.
- 8) The Contractor agrees to notify CORCAN of any change in warehouse location at least 60 days in advance of any proposed change.
- 9) The contractor must submit all supporting documentation upon receipt of deliveries (ie: packing slip and waybill) to the CORCAN Pacific Sales Office.
- 10) The contractor must provide written verification that all items required for the project and listed on the packing slip(s) have been received in good condition and are ready for installation prior to delivery to the customer and commencement of installation.
- 11) The contractor must verify goods are not damaged from freight and transport.
- 12) The Contractor will ensure the product is appropriately protected, and will assume full responsibility of any losses or damage during storage.
- 13) The Contractor must pre-assemble certain products, prior to delivery and Installation as required.
- 14) The Contractor will unpack all products from its shipping packaging whether at the contractor storage location or the customer's location, and dispose of all shipping packaging at appropriate disposal locations.



3.2 Product Delivery:

1) Product Delivery Direct to the Customer

- a. The furniture and parts required for the installation will be supplied by CORCAN and drop shipped to the Customer's receiving area of the installation site or to the Contractor's warehouse. Every effort will be made to ship all product per installation and customer together. However, there may be times when the product for one Customer is produced at several locations and shipped separately.

2) Product Delivery by the Contractor

- a. The Contractor may be required to deliver some of CORCAN's product. It is the Contractor's responsibility to ensure that the vehicle(s) used for transporting CORCAN's goods adequately protects and safeguards CORCAN's products. Products may include office furniture systems that

are shipped basically in "bare" state, with little or no packaging. Careful handling is required to ensure product is protected or wrapped during shipment to the Customer.
- b. The Contractor will assume financial and legal responsibility for any damage, loss or injury incurred to any of Corcan's products and / or Contractor's personnel during the transportation process.
- c. In some installation locations, the building will not have a loading dock or a receiving area. In these instances, the Contractor shall provide the equipment (ie. forklift) and personnel to unload the product.

3) Product Receipt, Unpacking and Removal of Packaging Materials

- a. The Contractor will receive, unload, unpack, inspect, pre-assemble and move all furniture and parts to the installation site location in the building. Where required, there may be a need to "stage" product prior to delivery to the Customer.
- b. The Contractor shall remove and recycle packaging materials; remove all garbage and clean up the installation site to the satisfaction of the Customer or Technical Authority.

4) Damaged, Missing or Incorrect Parts

- a. The Contractor shall communicate with CORCAN's Inside Sales Support office to inform them, in detail, of any specific quality issues or shipping problems such as damage, missing parts or incorrect parts. This must be done within 48 hours of the discovered damaged, missing or incorrect parts to facilitate replacement pieces be sent as soon as possible.

5) Warranty Claim Service

- a. The Contractor shall provide warranty claim service for CORCAN's Customers for the repair and / or replacement of defective or damaged parts.



6) Returns

- a. Any parts not required for the installation shall be returned to the Technical Authority. Any additional information required for subsequent shipment must be provided. If returns occur, the Contractor must have proper and sufficient packaging to return product to warehouse stock.

7) Tasks Required to Install Workstations and Other Furniture

- a. Installation will depend on the individual product, but could range from simply putting the item in place to assembling. In the case of workstation systems, the contractor will be required to install the components to a pre-approved floor plan supplied by the CORCAN Sales Office.

3.3 General:

- 1) Installation and/or Reconfiguration activities may include all CORCAN office systems, free standing furniture, and other product types.
- 2) The contractor is expected to ensure that upon completion of the installation the work is completed to the satisfaction of the customer and/or technical authority and is configured as per the supplied drawings. There can be no deviation from the configuration drawings unless prior approval from the technical authority has been authorized in writing.
- 3) All contracts for the delivery, installation and setup of CORCAN products require "white glove service". White glove service is defined as "services that are provided by professionals in a professional manner that are marked by special care and attention with meticulous attention to detail and includes; the repair
- 4) of any minor damage or product imperfections that can be effectively completed on site, the removal and disposal of all packaging materials and debris, a wipe down of all product surfaces to ensure that all dust, dirt, hand prints, etcetera are removed at the conclusion of the project, and obtaining customer and/or project authority sign off indicating that the installation has been completed to their satisfaction and specifications."
- 5) The contractor must provide a consistent single point of contact to the contracting authority that will coordinate and arrange for provision of services.
- 6) The contractor must obtain and maintain all permits, licenses, and certificates of approval required to perform specified work.
- 7) The contractor must undertake to comply with all policies and regulations in force where the work is to be performed.
- 8) Have the capability to perform one or more installations in the same period of time. Installation dates are set by the clients and conflicts can occur. These installations could be of substantial size (50 to 100 workstations) and could require a crew at each site at the same time.
- 9) Provide an Installation Supervisor at each work site for the duration of the installation to supervise, instruct and inspect the work of the Contractor 's personnel. The Installation Supervisor must speak and write English as he / she will be the Contractor 's designated representative for on-site communication with the Customer or CORCAN Technical Authority.



- 10) When requested by the Technical Authority, attend planning and co-ordination meetings with representatives from CORCAN, PWGSC, construction and design and trade representatives to provide installation time estimates to assist in project planning, react to continuing design changes, propose solutions to co-ordination issues or trade conflicts, etc. These meetings are required for large projects only (multi-floor installations) and each project may require at least one meeting per week on average.
- 11) Develop contingency plans, propose alternatives and revise installation plans on short notice to react to changes in construction or moving schedules to minimize delays in installation schedule.
- 12) React as necessary to unanticipated configuration and / or schedule changes during the install.
- 13) Co-ordinate delivery of CORCAN products with Inside Sales, Warehouse manager and the Customer at the installation sites (installations ranging from 50 to 100 workstations usually involves between 1 and 6 trailer loads from various shipping locations).
- 14) Install finishing hardware, such as hinges, closets rods, shelf clips, etc., as specified in CORCAN's installation guide or shop drawings. The Contractor shall adjust and correct any hardware to ensure proper operation of door shelves, locks, lights etc.
- 15) Participate in the "walk through" inspection with the CORCAN representative and the Customer, after the installation has been completed and make any necessary changes; deal promptly with deficiencies. This corrective action normally must be done after regular working hours as the move in of occupants takes place immediately after the walk through.
- 16) Dismantle, relocate / move and reassemble CORCAN workstation systems furniture or other furniture fixtures according to the Customer or CORCAN's requirements.

Deliverables:

The Contractor shall provide:

- 1) Signed packing slips and detailed deficiency lists for all goods delivered.
- 2) Signed final Customer acceptance form with invoice to CORCAN.
- 3) Written progress reports to the Technical Authority, which includes all on-site issues or concerns (required for all installations), as requested.
- 4) The contractor must complete a post-installation report (format supplies by CORCAN) which must accompany the invoice submitted for payment.



Location of Work:

The Contractor must perform the work in one or more of the Zones they have bid upon, referenced in Annex B.

Language of Work:

The Contractor must perform the work in English.

Travel:

No Travel time or expenses will be paid by CORCAN.

CORCAN Installation Certification Training

All installers must obtain CORCAN installation certification in CORCAN workstation systems before performing work for CORCAN. The training (usually 2 days) will be offered in Abbotsford BC and organized by CORCAN representatives at no charge to the Contractor. All of the Contractor's costs for: travel, meals, accommodation and direct labour for training will be the responsibility of the Contractor and will not be paid by CORCAN.

Constraints:

II. Conditions for payment:

Invoices must itemize the work completed in accordance with the scope of work and cost estimates included in the Task Authorization.

All charges on the invoice will be verified by the technical authority prior to any payment. Estimated costs shall not be exceeded without the specific written authorization by the contracting authority in advance.

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada does not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.



Annex B – Proposed Basis of Payment Storage and Installation Services

The bidder's Hourly rates must include all overhead, general and administrative costs and profit.

Price proposals shall be firm, all-inclusive hourly rates and will be evaluated in Canadian Dollars. GST/HST, when applicable, is not to be included in the pricing but will be included in the total cost of the Contract and is to be shown as a separate item on all invoices.

Quantities: The quantities as stated herein are an estimate of the requirement made in good faith. The Task Based Contract will be limited to the actual services ordered and performed.

Contract Period: 01-September-2016 to 31-August-2017
Option Year One (1): 01-September-2017 to 31-August-2018
Option Year Two (2): 01-September-2018 to 31-August-2019

This bid may result in the award of more than one contract. Contracts shall be awarded by area.

NOTE THAT INTERESTED BIDDERS MAY SUBMIT PROPOSALS FOR ONE OR MORE AREAS.

THE EVALUATION WILL BE PERFORMED BY AREA.

Warehouse and Storage Space:

The Contractor shall be required to provide short term or temporary warehousing and storage space on an as requested basis. During low season defined as May to November, the Contractor may be required to provide up to 1000 square feet of storage space. During peak season defined as March – April, the Contractor may be required to provide from 1000 up to a maximum of 6000 square feet of storage space.

This space will be reimbursed to the Contractor at cost plus 10% basis.

The invoice for the space must accompany the invoice for the completed installation.

Invoicing:

The contractor is required to submit all invoices for completed jobs, with customer sign off, within 30 days of completion. Failure to submit the invoices within this time frame may result in delays in processing. Invoices will be paid within 30 days of acceptance of the amount submitted.



1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm Per Hour rate(s) below in the performance of this Contract, Applicable Taxes extra.

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Hour rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ To Be Inserted at Contract Award are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

***Note:** Hourly rate(s) inclusive of all labour, travel, equipment, tools and disposal fees required.



Zone 1 – Vancouver Island South up to but excluding Nanaimo

A) Contract Period: 01-September-2016 to 31-August-2017

Vancouver Island South up to but excluding Nanaimo	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	300		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50		
Furniture Installation Labourer Monday - Friday	1200		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	200		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00



Zone 1 – Vancouver Island South up to but excluding Nanaimo

B) Option Year One (1): 01-September-2017 to 31-August-2018

Vancouver Island South up to but excluding Nanaimo	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	300		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50		
Furniture Installation Labourer Monday - Friday	1200		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	200		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00



Zone 1 – Vancouver Island South up to but excluding Nanaimo

C) Option Year Two (2): 01-September-2018 to 31-August-2019

Vancouver Island South up to but excluding Nanaimo	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	300		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50		
Furniture Installation Labourer Monday - Friday	1200		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	200		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00

TOTAL SUM: (A + B + C)	\$ _____
-------------------------------	-----------------

The hourly rate will be multiplied by the estimated annual usage to determine the financial component of the evaluation.

Note: The actual hours will vary depending on the time of year and volume of work. These estimates are provided as estimates and do not reflect any firm number of hours of work that may be required by contractor.



Zone 2 – Vancouver Island North beginning at Nanaimo

A) Contract Period: 01-September-2016 to 31-August-2017

Vancouver Island North beginning at Nanaimo	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	100		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	20		
Furniture Installation Labourer Monday - Friday	1150		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	180		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00



Zone 2 – Vancouver Island North beginning at Nanaimo

B) Option Year One (1): 01-September-2017 to 31-August-2018

Vancouver Island North beginning at Nanaimo	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	100		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	20		
Furniture Installation Labourer Monday - Friday	1150		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	180		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00



Zone 2 – Vancouver Island North beginning at Nanaimo

C) Option Year Two (2): 01-September-2018 to 31-August-2019

Vancouver Island North beginning at Nanaimo	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	100		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	20		
Furniture Installation Labourer Monday - Friday	1150		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	180		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00

TOTAL SUM: (A + B + C)	\$ _____
-------------------------------	-----------------

The hourly rate will be multiplied by the estimated annual usage to determine the financial component of the evaluation.

Note: The actual hours will vary depending on the time of year and volume of work. These estimates are provided as estimates and do not reflect any firm number of hours of work that may be required by contractor.



Zone 3 – Greater Vancouver Area

A) Contract Period: 01-September-2016 to 31-August-2017

Greater Vancouver Area	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	300		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50		
Furniture Installation Labourer Monday - Friday	1200		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	200		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00



Zone 3 – Greater Vancouver Area

B) Option Year One (1): 01-September-2017 to 31-August-2018

Greater Vancouver Area	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	300		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50		
Furniture Installation Labourer Monday - Friday	1200		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	200		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00



Zone 3 – Greater Vancouver Area

C) Option Year Two (2): 01-September-2018 to 31-August-2019

Greater Vancouver Area	Estimated Annual Usage (Hours)	Firm Hourly Rate	Total (Usage X Hourly Rate)
Furniture Installation Supervisor Monday - Friday	300		
Furniture Installation Supervisor Evenings (after 5:00PM) & Weekends	50		
Furniture Installation Labourer Monday - Friday	1200		
Furniture Installation Labourer Evenings (after 5:00PM) & Weekends	200		
Warranty Claim Representative	50		
Truck Rate Three (3) Ton	15		
Truck Rate Five (5) Ton	10		
TOTAL			\$
Resource Category		Ceiling Amount	
Equipment Rental	-----	\$5,000.00	
TOTAL			\$5,000.00

TOTAL SUM: (A + B + C)	\$ _____
-------------------------------	-----------------

The hourly rate will be multiplied by the estimated annual usage to determine the financial component of the evaluation.

Note: The actual hours will vary depending on the time of year and volume of work. These estimates are provided as estimates and do not reflect any firm number of hours of work that may be required by contractor.



Annex C – Security Requirement Check List

MAY 09 2016



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

21C80-16-4007

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



Contract Number / Numéro du contrat 21C80-16-4007
Security Classification / Classification de sécurité

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
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 FIABILITE	<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 EMPLACEMENTS			

Special comments:
Commentaires spéciaux : See Security Guide for special instructions

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

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



Contract Number / Numéro du contrat
21C80-16-4007
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).



Contract Number / Numéro du contrat 21C80-16-4007
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) SONYA FARRINGTON	Title - Titre REGIONAL MANAGER OF OPERATIONS	Signature <i>Sonya Farrington</i>
--	--	--------------------------------------

Telephone No. - N° de téléphone 604-870-2413	Facsimile No. - N° de télécopieur 604-851-3221	E-mail address - Adresse courriel Farringtonsm@csc.scc.gc.ca	Date 2016-05-03
--	--	--	---------------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) ROBERT WATTIE	Title - Titre CSC (NHQ) Contract Security Analyst	Signature <i>Robert Wattie</i>
---	---	-----------------------------------

Telephone No. - N° de téléphone Robert.Wattie@csc-scc.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2016-05-04
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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?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Sandra Wilford	Title - Titre Procurement, Contracting Officer	Signature <i>Sandra Wilford</i>
--	--	------------------------------------

Telephone No. - N° de téléphone 604-870-2603	Facsimile No. - N° de télécopieur 604-870-2444	E-mail address - Adresse courriel sandra.wilford@csc-scc.gc.ca	Date 03-May-2016
--	--	--	----------------------------

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Anna Kulycka	Title - Titre Contract Security Officer, Contract Security Division	Signature <i>Anna Kulycka</i>
--	---	----------------------------------

Telephone No. - N° de téléphone Tel/Tél - 613-957-1231	Facsimile No. - N° de télécopieur 613-957-1231	E-mail address - Adresse courriel	Date May 26, 2016
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Security Guide / Special Instructions

1. Contractor personnel will require as a minimum a Reliability Status for unescorted access to any Government of Canada Facilities or Establishments as required in accordance with any Task Based Call-Up under this contract.
2. In all instances where the services to be performed by the supplier are to be performed within an area of a Government of Canada Facility or Establishment where a CLASSIFIED security clearance is warranted, the requesting department is responsible to provide the appropriate escorting services, as and when required, to facilitate the supplier's access to such areas, in order to render the requisite services.

Robert Wattie
CSC (NHQ) Contract Security Analyst
(T) 613-944-6665 / (F) 613-947-4438
Robert.Wattie@csc-scc.gc.ca



2016-05-04



Annex D Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria
- Rated Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.



EVALUATION PROCEDURES

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.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

No.	Mandatory Technical Criteria	Met	Not Met
M1	Technical proposal must be submitted in triplicate (3)		
M2	The bidder must provide with the proposal, a copy of the first page of this RFP, signed by an authorized representative of the Bidder's organization.		
M3	<p><u>Workstation Installations</u></p> <p>The Bidder must demonstrate that it has been performing modular and freestanding workstation/desk installation services, as described in the "Statement of Work", for a minimum of 3 years, and that individual (not cumulative) installations of a minimum quantity of 30 workstations per year have been performed. To substantiate the Bidder has met the minimum requirement, the following information must be included:</p> <p>Details of ONE completed project for each year of experience up to the minimum of 3 years.</p> <ol style="list-style-type: none"> a. Location of installations b. Name and phone number of the client contact person (s) for verification of information. c. Description and quantity of workstations installed 		
M4	<p><u>Warranty Services</u></p> <p>The Bidder must demonstrate that it has been performing Warranty services including repair and the ability to perform refinishing work.</p> <p>Details of ONE project that occurred within the last 3 years:</p> <ol style="list-style-type: none"> a. Location of warranty service performed b. Name and phone number of the client contact person (s) for verification of information. c. Description of the work 		



1.2 Point Rated Technical Criteria

The following criteria will be used in evaluating the technical proposals:

	Criteria	Points	Weight Factor	
1	The Bidder has provided a complete, thorough and well-organized submission with proper execution of all documents and requirements and provision of signed certification indicating compliance with terms and conditions of this Request for Proposal.	0-10	1.0	
2	The Bidder has demonstrated through their written proposal and examples provided, an understanding of the Statement of Requirement and CORCAN's operations requirements.	0-10	1.0	
3	The bidder has demonstrated their qualifications and experience completing modular and freestanding workstation installations.	0-10	1.0	
4	Bidder's Response to Fictitious Scenario			

The Bidder shall explain in its proposal how it would provide furniture installation services in accordance with the Statement of Requirements for the following fictitious scenario. The Bidder's response should include the following:

1. Provide a quote for complete installation services including preparation, execution and follow up. Describe in detail how the estimate was calculated.

2. Assume your company is successful in receiving the authorization to perform the installation services. Provide a detailed description of the steps you would take and the resources you would provide to complete the installation of this large order. The description should start at the receipt of the authorization to perform the installation services and continue through all of the steps until the final invoice is sent to CORCAN.

Your Company has been requested by CORCAN to provide a quote on complete installation services on a very large order of workstations and freestanding office furniture.

You receive the following information from the CORCAN site authority:



120 workstations that are 8'x8' and 30 offices of freestanding furniture are to be installed on four floors of a Government of Canada building in Vancouver over the course of 2 weeks. You must complete the installation of 2 floors per week. The building has a loading dock and a freight elevator. You have access to the building via Commissionaires from 0600hrs to 2000hrs Monday to Friday. The value of the order is 1.5 million dollars. The entire order is to be stored at your warehouse and will fit into 20 tractor trailer units.

The order is comprised of the following components:

- Quantity 120 – mobile pedestal box/box/file cabinets with cushion toppers
- Quantity 120 – 2 drawer lateral filing cabinets
- Quantity 30 – 4 drawer lateral filing cabinets
- Quantity 30 – “L” shaped freestanding desks measuring 9’x9’
- Quantity 30 – 60” desk hutches
- Quantity 30 – 3 drawer freestanding pedestal cabinets
- Quantity 30 – 60” high bookcases
- Quantity 15 – 42” meeting tables with t bases
- Quantity 240 – Panel hung worksurfaces
- As well as all panel components to build modular workstations

How would you proceed with this order (explain in detail how your company would handle every stage of this project including planning, logistics, execution, clean-up and final inspection)?

	Criteria (Fictitious Scenario)	Points	Weight Factor	
4 (a)	<p>Planning</p> <p>The bidder has demonstrated their understanding of the planning phase such as:</p> <ul style="list-style-type: none"> - Allowing for a site visit to the customers location to inspect the installation location, and identifying any logistics constraints at the customers location - Contacting the Sales Office to request any further pertinent information such as the ETA for furniture deliveries - Providing a time estimate for the amount of time that the complete installation will encompass, from delivery of goods to the customers location to final completion of installation of those goods 	0-10	1.0	
4 (b)	<p>Logistics</p> <p>The bidder has demonstrated their understanding of the logistics phase such as:</p> <ul style="list-style-type: none"> - Provided a detailed breakdown of the estimated amount of storage space to be used to store furniture for installation - Provided an estimate on the amount of time it will take the bidder to move the product from their warehouse to the customer location - Identify any concerns regarding logistics to the Sales Office 	0-10	1.0	



4 (c)	<p>Execution The bidder has demonstrated their understanding of the execution phase such as:</p> <ul style="list-style-type: none"> - Providing detail as to the order of the installation of goods - Providing information as to the number of supervisors and installers will be attending the installation - Providing details as to which area of the building they will be starting on first 	0-10	1.0	
4 (d)	<p>Clean-up The bidder has demonstrated their understanding of the clean-up phase such as:</p> <ul style="list-style-type: none"> - Provided details on how they will be disposing of recyclable goods - Provided details on how they will be disposing of non-recyclable goods - Provided details in regards to how they will address cleaning up dirty furniture 	0-10	1.0	
4 (e)	<p>Final Inspection The bidder has demonstrated their understanding of the final inspection phase such as:</p> <ul style="list-style-type: none"> - Provided details as to what they will incorporate into their final inspection services - Provided details to how long they expect the final inspection phase to take - Provided details as to any deficiencies noted upon final inspection 	0-10	1.0	
TOTAL TECHNICAL EVALUATION SCORE				/80
Maximum Points Available				80 Points
Minimum Score Required to be Compliant is 70%				56 Points

To be considered further, proponents must achieve a minimum scoring of fifty six (56) out of the eighty (80) points available for the rated technical criteria as specified above.

No further consideration will be given to proponents not achieving the pass mark of fifty six (56) points.



Generic Evaluation Table

CSC Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results



Basis of selection

It is understood by the parties presenting a bid that, to be eligible, the bid must meet the following criteria:

A. The proposed project manager / contract performance officer must:

- a) meet the mandatory criteria of the RFP;
- b) fulfill 70% of the rated requirements for criteria scored by points; scoring is based on a total of 80 points;
- c) Bids that do not meet requirements a) and b) above will be deemed ineligible and screened out of the process.

B. The responsive bid that presents the lowest cost will be recommended for the awarding of the contract, considering that the criteria's mentioned in point A are satisfying.



Task Authorization Autorisation de tâche

Contract Number – Numéro du contrat

Contractor's Name and Address – Nom et adresse de l'entrepreneur	Task Authorization (TA) No. – No de l'autorisation de tâche (AT)
	Title of the task, if applicable – Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (applicable taxes extra) Coût total estimatif de la tâche (taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No – Non Yes – Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relatives à la sécurité

For Revision only – Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (applicable taxes extra) before the revision Coût total estimatif de la tâche (taxes applicables en sus) \$	Increase or Decrease (applicable taxes extra), as applicable Augmentation ou réduction (taxes applicables en sus), s'il y a lieu \$

Start of the Work for a TA: Work cannot commence until the TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

A. Task Description of the Work required – Description de tâche des travaux requis See Attached – Ci-Joint

[Describe the work the contractor must perform in this box, include as an attachment or refer to Annex A of the contract if the tasks are standard – décrire les travaux que l'entrepreneur doit effectuer dans cette case, inclure la description comme pièce jointe ou se reporter à l'annexe A s'il s'agit de tâches standard]

B. Basis of Payment – Base de payment

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

C. Cost of Task (to be completed by contractor) – Coût de la tâche (à compléter par l'entrepreneur)

[Select the appropriate costing table according to the basis of payment of the contract or refer to Annex B Basis of Payment of the contract– choisir le tableau des coûts qui s'applique selon la base de paiement du contrat, ou se référer à l'annexe B base de paiement du contrat.]

Category, Level and Name of Proposed Resource Catégorie, niveau et nom de la ressource proposée	Per Diem - Taux quotidien (OR – OU) Hourly Rate – Taux horaire	Estimated number of (select as appropriate) Days (OR) Hours Nombre estimé de (choisir selon le cas) jours (OU) d'heures	Total Cost – Coût total
ESTIMATED COST PROFESSIONAL SERVICES – COÛT ESTIMATIF SERVICES PROFESSIONNELS			
ESTIMATED TRAVEL & LIVING EXPENSES – ESTIMÉ DES FRAIS DE DÉPLACEMENT ET DE SUBSISTANCE			
TOTAL ESTIMATED COST – COÛT ESTIMATIF TOTAL			



(OR – OU)

Deliverable or milestone – Produit livrable ou étape	All-inclusive Firm price – prix ferme tout compris
ESTIMATED TRAVEL & LIVING EXPENSES – ESTIMÉ DES FRAIS DE DÉPLACEMENT ET DE SUBSISTANCE	
TOTAL ESTIMATED COST – COÛT ESTIMATIF TOTAL	

(OR – OU)

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

D. Method of Payment – Méthode de payment

[Insert the applicable method of payment, as per the Contract clauses – Insérer la méthode de paiement qui s'applique, conformément au clauses du contrat.]

2. Authorization(s) – Autorisation(s)

By signing this TA, the authorized client and (or) the CSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante du SCC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of the TA and its revisions is in excess of this limit, the TA must be forwarded to the CSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante du SCC pour autorisation.

Name and title of authorized client – Nom et titre du client autorisé à signer

Signature

Date

CSC Contracting Authority – Autorité contractante du SCC

Signature

Date

3. Contractor's Signature – Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur