



<p><b>Return Bids to / Retourner les soumissions à :</b></p> <p><b>Shared Services Canada</b> Procurement and Vendor Relations 180 Kent Street Ottawa, ON K1G 4A8 <b>Attention: Marijane Ridgeway, (613)286-2958</b></p> <p><b>Proposal to: Shared Services Canada</b> We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.</p> <p><b>Proposition à: Services partagés Canada</b> Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).</p> <p><b>Bidder's Name and Address / Raison sociale et adresse du fournisseur/de l'entrepreneur:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Request for Proposal / Demande de proposition</b></p> <p><b>Title / Sujet</b> Moving and Relocation Services</p> <table border="1"> <tr> <td data-bbox="878 317 1321 373"><b>Solicitation No. / No de l'invitation</b> 2B0KB-5-27606</td> <td data-bbox="1321 317 1588 373"><b>Date</b> October 2015</td> </tr> </table> <p><b>Supply Arrangement No.</b></p> <p><b>Solicitation closes / L'invitation prend fin</b> On – le: December 2015 At – À: 12:00 P.M. Time zone – Fuseau horaire: EST</p> <p><b>Contracting Authority / Autorité contractante</b> <b>Address / adresse</b> Marijane Ridgeway Shared Services Canada Procurement and Vendor Relations 180 Kent Street, Ottawa, ON K1G 4A8</p> <p><b>E-mail address / Courriel</b> Marijane.Ridgeway@Canada.ca</p>	<b>Solicitation No. / No de l'invitation</b> 2B0KB-5-27606	<b>Date</b> October 2015
<b>Solicitation No. / No de l'invitation</b> 2B0KB-5-27606	<b>Date</b> October 2015		
<p><b>Telephone No. / No. de telephone</b> ( ) _____</p> <p><b>E-mail address / Courriel</b> _____</p>	<p><b>Telephone No. / No de téléphone</b> (613) 286-2958</p>		
<p>Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder – Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire</p> <p>_____</p> <p><b>Name and title / Nom et titre</b></p> <p>_____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Date</b></p> <p>_____</p>	<p><b>Destination / Destination</b> See herein / Voir dans ce document</p> <p style="text-align: center;"><b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.</b></p>		



## TABLE OF CONTENTS

<b>1.0</b>	<b>GENERAL INFORMATION.....</b>	<b>3</b>
<b>2.0</b>	<b>BIDDER INSTRUCTION.....</b>	<b>4</b>
<b>3.0</b>	<b>BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
<b>4.0</b>	<b>EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>9</b>
<b>5.0</b>	<b>CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>12</b>
<b>6.0</b>	<b>SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>17</b>
<b>7.0</b>	<b>RESULTING CONTRACT CLAUSES.....</b>	<b>18</b>

ANNEX A – STATEMENT OF WORK

ANNEX B – BASIS OF PAYMENT

ANNEX C – SECURITY REQUIREMENTS CHECKLIST

ANNEX D – INSURANCE REQUIREMENTS

ANNEX E – INTEGRITY CHECK

ANNEX F – TASK AUTHORIZATION FORM



---

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### 1.2 Summary

Shared Services Canada requires moving services, to allow Workplace Accommodation, to implement projects within the National Capital Region on an as required basis. The proposed contractor will provide, but not be limited to, the services outlined in Annex A, on a project by project basis. The Contract period will be from contract award to 20 June 2016 with two (2), one (1) year option periods.

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



---

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- a. All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).
- b. 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.
- c. The 2003 (2015-07-03) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with the following modifications: with Subsection 5.4 amended by deleting “sixty (60) days” and inserting “180 days”. If there is a conflict between the provisions of 2003 and this document, this document prevails.

The text under subsections 4 and 5 of Section 01 – Integrity Provisions of 2003 referenced above is replaced by:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).  
Canada may, at any time; request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individual's aforementioned list within a specified time period. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.
5. The Bidder must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

### 2.2 Submission of Bids

Bids may only be submitted by email to: [Marijane.Ridgeway@Canada.ca](mailto:Marijane.Ridgeway@Canada.ca) by the date and time indicated on the cover page of this solicitation.

Due to the nature of this bid solicitation, bids transmitted by facsimile to SSC will not be accepted.

### 2.3 Former Public Servant

#### a. Information Required

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 with FPS, bidders must provide the information required below before contract award.



**b. Definitions**

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

**c. 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:

name of former public servant;

date of termination of employment or retirement from the Public Service.

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

**d. 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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;



---

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## 2.4 Enquiries – Bid Solicitation

- a. All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- b. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

**Note to Bidder:** 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**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 Electronic Copy)

Section II: Financial Bid (1 Electronic Copy)

Section III: Certifications (1 Electronic Copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

#### **Section I: Technical Bid**

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

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



## **Section II: Financial Bid**

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

### **3.1.3 SACC *Manual* Clauses**

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.





## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.2 Mandatory Technical Criteria

Criteria	Mandatory Evaluation Criteria	Cross Reference to Proposal
<b>M.1</b>	<p>The bidder must demonstrate that it has completed 5 projects within the last 3 years involving the relocation of at least 60 people, including workstations, office suites and computer equipment. <b>One project must have involved Teknion systems furniture, and one project must have involved Haworth systems furniture.</b></p> <p>The project must be presented in less than a page and must include the following:</p> <ul style="list-style-type: none"> <li>• Name of Client Organization</li> <li>• Start and End dates</li> <li>• Client reference and Current telephone number,</li> <li>• Number of people moved</li> <li>• List of all items/assets moved, and quantities</li> <li>• Brief description of the services provided including systems furniture used</li> </ul>	
<b>M.2</b>	<p>The bidder must demonstrate that it has completed 2 projects within the last 3 years involving packing, moving, unpacking and relocation of a medium to large storage shelving systems for <b>either records, and / or library storage.</b></p> <p>The project must be presented in less than a page and must include the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization</li> <li>• Start and End dates</li> <li>• Client reference and Current telephone number</li> <li>• Number of records / books moved (measured as quantity, not feet)</li> <li>• Packing Method used</li> <li>• Brief description of the services provided including systems furniture used</li> </ul>	



<b>Criteria</b>	<b>Mandatory Evaluation Criteria</b>	<b>Cross Reference to Proposal</b>
<b>M.3</b>	The bidder must identify a project leader with 5 years' experience who will act as SSC's primary point of contact.	
<b>M.4</b>	The bidder must certify its capability to have at least the lead and one resource who is bilingual, French and English, (reading, writing and oral) on site at all times.	
<b>M.5</b>	The bidder must have a security clearance with the Government of Canada and provide a list of security cleared (at the Reliability Level) employees	



**4.1.2 Point Rated Technical Criteria**

Criteria	RATED REQUIREMENTS	Scoring Grid	Max Points	Cross Reference to Proposal
<b>R.1</b>	<b>Experience of the Firm</b>			
<b>R1</b>	<p>The bidder should demonstrate that it has completed up to 5 projects within the last 3 years involving the relocation of at least 60 people, including workstations using Haworth, Herman Miller or similar systems, office suites and computer equipment. The examples submitted in <b>M1</b> will be used to conduct this evaluation.</p> <p>Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>The systems furniture</li> </ul>	<p><b>The systems furniture</b></p> <ul style="list-style-type: none"> <li>5 pts for a project with Herman Miller</li> <li>2.5 pts for a project with similar system furniture like but not limited to Teknion, Steelcase, Allsteel, Corcan for example.</li> </ul>	<b>25</b>	
<b>R2</b>	<p>The bidder should demonstrate the diversity of the items involved in the 5 projects that that it has completed within the last 3 years involving the relocation of at least 60 people. The examples submitted in M1 will be used to conduct this evaluation.</p>	<p><b>Diversity of items / assets moved</b></p> <ul style="list-style-type: none"> <li>Computer equipment (2 pts)</li> <li>Whiteboards (1 pt)</li> <li>Filing Cabinets (2 pts)</li> <li>Boxes (1 pt.)</li> <li>Shelving (2 pts)</li> <li>Picture Frames (1 pt.)</li> <li>Chairs (1 pt)</li> </ul>	<b>50</b>	



<p><b>R3</b></p>	<p>The bidder should demonstrate that it has completed 2 projects within the last 3 years involving packing, moving, unpacking and relocation of storage shelving systems for <b>either records, and /or library storage</b>. The examples submitted in <b>M2</b> will be used to conduct this evaluation. Maximum 10 points per project.</p> <p>Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>• Number Records / Books relocated (3 pts)</li> <li>• Packing method (2 pts)</li> <li>• The relevancy of systems furniture (5 pts)</li> </ul>	<p><b>Number files / Books relocated</b></p> <ul style="list-style-type: none"> <li>• up to 100 files (1 pt)</li> <li>• 101-500 files (2 pts)</li> <li>• 501+ (3 pts)</li> </ul> <p><b>Packing method</b></p> <ul style="list-style-type: none"> <li>• sequentially packed (2 pts)</li> </ul> <p><b>The relevancy of systems furniture</b></p> <ul style="list-style-type: none"> <li>• installation of shelving / library (5 pts)</li> </ul>	<p><b>20</b></p>	
<p><b>R4</b></p>	<p>The bidder has experience relocating people and records and achieving client satisfaction.</p> <p>Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>• Timeliness: ability to meet deadlines (2.5 pts)</li> <li>• Quality: meeting client's expectations (2.5 pts)</li> </ul> <p><b>SSC will contact one reference (determined by the assessment team) from each of M1 and M2 to conduct the evaluation.</b></p>	<p><b>Timeliness: ability to satisfy deadlines</b></p> <ul style="list-style-type: none"> <li>• Met all deadlines (2.5 pts)</li> <li>• Met most deadlines (1 pt)</li> </ul> <p><b>Quality: meeting client's expectations</b></p> <ul style="list-style-type: none"> <li>• Met expectation (2.5 pts)</li> </ul>	<p><b>10</b></p>	
<p><b>Total Points for Firm</b> <b>Minimum required to Pass</b></p>			<p><b>105</b> <b>52.5</b></p>	



## 4.2 Basis of Selection

### 4.2.1 SACC Manual Clause [A0035T](#), Basis of Selection – Lowest Price Per Point

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



---

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **5.1 Certifications Required with the Bid**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.2 Certification of Language**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, its capability to have at least one bilingual resource as outlined in the mandatory criteria.

#### **5.2.3 Integrity Check**

The bidder must complete Annex E and submit with their bid response

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

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

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



## 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



---

## Attachment 1 to PART 5 - BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)





---

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  
2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 6.2 Insurance Requirements

At the bid solicitation stage the Supplier is required to have Commercial General Liability Insurance, Automobile Liability Insurance and all Risk in Transit Insurance as Per Annex E.



---

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 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.

##### 7.1.2.1 Task Authorization Process

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.

#### Task Authorization Process:

1. The Technical Authority *will provide the* Contractor with a description of the task using the "Task Authorization" form specified in Annex F.
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 and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within one (1) calendar day 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 Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

*"Maximum Contract Value"* means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

*"Minimum Contract Value"* means 5% of the Maximum Contract Value.

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.

#### **7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Technical Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (*contracting authority to edit the text as applicable*):

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;



- 
- v. the start and completion date for each authorized task; and
  - vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

**a. General Conditions :**

2035 (2014-09-25) General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 – Integrity Provisions - Contract, of General Conditions 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or



(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

**b. Supplemental General Conditions :**

The following Supplemental General Conditions:

- i. Property Rights in Foreground In-formation;  
4007 (2010-08-16) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information;
- ii. 4008 (2008-12-12) Supplemental General Conditions – Personal Information ; apply to and form part of the Contract.

### **7.3 Security Requirements**

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The contractor and/or its employees must EACH maintain a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC and validated by Shared Services Canada.
3. The contractor personnel requiring access to SECRET information, assets or sensitive work sites must EACH hold a valid SECRET level security clearance, granted or approved by CISD/PWGSC and validated by Shared Services Canada.
4. The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data.
5. Subcontractors which contain security requirement are NOT to be awarded without prior written permission of Shared Services Canada.
6. The contractor and its employees must comply with the provisions of the
  - a) Security Requirement Checklist, attached as Annex C,
  - b) Justice Canada – Security of Information Act (Latest Editions);
  - c) Industrial Security Manual ) Latest Addition.

**7.3.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.



## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 30 June 2016 inclusive.

### **7.4.2 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 30 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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Marijane Ridgeway  
Title: Supply Specialist  
Shared Services Canada  
Directorate: Procurement Vendor Relations  
Address: 180 Kent Street, Ottawa, Ontario  
Telephone: 613-286-2958  
E-mail address: Marijane.Ridgeway@Canada.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.

### **7.5.2 Project Authority**

The Technical Authority for the Contract is:

Name: **TBD**  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### 7.5.3 Contractor's Representative

Name: **TBD**  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid \_\_\_\_\_, (*insert "the firm lot price of \$ \_\_\_\_\_" OR "the firm unit price(s)" (insert "in accordance with the basis of payment, in Annex B Basis of Payment as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.*

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

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

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are \_\_\_\_\_ (*insert "included", "excluded" or "subject to exemption, as applicable"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or



- 
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
  4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 7.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and two copies of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

All invoices must be sent to:

SSC - Accounts Payable Non-Telecommunications

11 Laurier Street, PDP 3, 5A1

PO Box 9808 STN T CSC

Gatineau, Quebec

K1G 4A8

OR

Email invoices to: [SSCAccountsPayable.SPCComptespayables@ssc-spc.gc.ca](mailto:SSCAccountsPayable.SPCComptespayables@ssc-spc.gc.ca)

## 7.9 Certifications

Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

### 7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 7.10 Applicable Laws

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





---

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16)
- (c) the general conditions 2035 (2014-09-25)
- (d) Annex A, Statement of Work
- (e) Annex C, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Annex D, Insurance Requirements
- (h) Annex E Integrity Check
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated [REDACTED], (

### 7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E-6". 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.



## ANNEX "A"

### STATEMENT OF WORK

#### **Title**

Moving services and furniture reconfigurations.

#### **Objective**

To allow Shared services Canada, Workplace Accommodation, to implement projects within the National Capital Region on an as required basis. The proposed contractor will provide, but not be limited to, the services noted below on a project by project basis.

#### **Scope of work**

The Contractor agrees to provide relocation services including, but will not be limited to:

- The moving of full office suites, office furniture, computers, workstation systems, office equipment, filing cabinets, computer hardware, boardrooms, other workplace items such as fridges, microwaves, fax machines, files, records; as well as packing, crating, disassembling, loading.

#### **The Contractor will also be providing the following services:**

- Installation of small accessories (Keyboard trays, whiteboards, etc.);
- Furniture reconfigurations;
- Furniture inventory;
- Warehousing services if required.

#### **Personnel requirement**

- Personnel assigned to this work shall be movers, packers and installers. They shall possess the knowledge related to sequential packing, assembly and dismantling of storage and system furniture and the installation of powered screens or integrated workstations.
- Personnel shall be able to read screen and floor plans and also furniture layouts.
- Each move, regardless of how big or small, requires a crew supervisor.

#### **Deliverables**

The following tasks will be required by the contractor:

- Dismantling and assembling of office furniture and shelving;
- Service work on office furniture;
- Reconfiguration of offices;
- Hanging of artwork;
- Moving of file cabinets, bookcases, etc.;
- Move management.

#### **Language**

The language of work will be French and English.



### **Location of work**

All Shared services Canada locations within the National Capital Region (NCR).

### **Travel**

National Capital Region (NCR).

### **Constraints**

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

### **Example of what could be required**

- 4 wheel padded dollies;
- screen carts;
- electronic/computer carts;
- shrink wrap;
- dollies;
- blankets/furniture pads.

### **Example of a suitable mover's tool kit**

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- long needle nose pliers;
- vice grips;
- side cutters;
- metric and imperial wrenches (complete sets);
- rubber and Ball Pein hammers;
- cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits)
- metric and Imperial Allen keys (complete sets);
- 100-foot measuring tape.

Additional tools may be required, depending on the requirement.

### **Hours of work**

Availability should be from Monday to Friday 08:00-17:00. If required, after hour availability Monday to Friday from 17:00-22:00 and during weekends from 08:00-17:00.



**ANNEX "B"**  
**BASIS OF PAYMENT**

**Firm Price:** \_\_\_\_\_

Proposed firm price is to be expressed in Canadian Dollar; GST, HST extra (if applicable)

**A breakdown of the firm price must be included. The following table must be used.**

Service Item	Unit Price
Crew Supervisor	\$ _____ per hour
General Movers	\$ _____ per hour
Installers	\$ _____ per hour
Cube Van including one driver(mover)	\$ _____ per hour
Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg with or without hydraulic lift, including one driver (mover)	\$ _____ per hour
Tractor trailer, with one driver (mover)	\$ _____ per hour
Cardboard Boxes (2.2 cu ft capacity, including tape and labels)	\$ _____ per box (including labels and tape)
Plastic Bins (30" x 24") with lids, labels, and security ties. Price per week with on week minimum	\$ _____ per bin, per week (including labels and ties)
	\$ _____ per bin to keep bin



---

## ANNEX D INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in the 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 in the Contract. The interest of Canada should read as follows: Canada, as represented by Shared 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 the 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 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 has 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 the contractual provisions.
  - g. Employees and, if applicable, volunteers must be included as Addition Insured.
  - h. Employer's Liability (or confirmation that all employees are covered by Worker's Compensation (WSB) 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 endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability – coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden Accidental Pollution Liability (minimum 120 hours). To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to the subsection 5(d) of the Department of Justice Act, S.C. 1993, cJ-2, s.1, if a suit is instituted for or against Canada which the insurer would but for this clause have the right to pursue or defend on behalf of Canada as and Additional Named



---

Insured under the policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier with an acknowledgement of receipt:

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would

result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **All Risk Property Insurance**

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The All Risks Property insurance policy must include the following:

(a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.

(b) Loss Payee: Canada as its interest may appear or as it may direct.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



### **Warehouseman's Legal Liability Insurance**

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
  - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - (c) Loss Payee: Canada as its interest may appear or it may direct.
  - (d) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

### **All Risk in Transit Insurance**

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$2,000,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
  - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
  - (b) Loss Payee: Canada as its interest appears or as it may direct



**ANNEX F**

**TASK AUTHORIZATION FORM**

TASK AUTHORIZATION			
<b>Contractor:</b>	<b>Contract Number:</b>		
<b>Task Number:</b>	<b>Date:</b>		
<b>Amendment Number:</b>			
<b>TA Request (For completion by Technical Authority)</b>			
<b>1. Description of Work to be Performed</b>  <div style="text-align: center;"> <b>Statement of Work</b>   <b>Description of any Deliverable(s) required</b>                      (including the required format and media)                      Any reporting obligations and deadlines for submitting the reports as they will apply to the resulting Contract will be described here.                 </div>			
<b>2. PERIOD OF SERVICES</b>	<b>From:</b>	_____	<b>To:</b> _____
<b>3. Work Location</b>			
<b>4. Other Conditions /Restraints</b>	[ ] Yes	[ ] No	<b>Specify:</b>
<b>5. Travel</b>	[ ] Yes	[ ] No	<b>Specify:</b>
<b>6. Basis of Payment</b>	Limitation of Expenditure [ ]		Ceiling Price [ ]
	Firm Price [ ]		
<b>7. METHOD OF PAYMENT:</b>			
<input type="checkbox"/> Single <input type="checkbox"/> Monthly <input type="checkbox"/> Milestones			
<b>8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL</b>			
[ ] Secret			
<b>9. BILINGUALISM (if applicable)</b>			
[ ] English and French [ ] French [ ] English If both, the categories of personnel requiring bilingualism include:			





<b>TA Proposal</b> <b>[For completion by Contractor]</b>				
<b>10. Estimated Cost Contract</b>				
Category and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost
<b>Sub-total Professional Fees:</b>				
<b>HST:</b>				
<b>Total:</b>				
<b>TA Approval</b>				
<b>11. Signing Authorities</b>				
	Signatures of Authorized Representatives		Date	
Name & Title of Individual Authorized to Sign on Behalf of Contractor:				
Name & Title of Individual Authorized to Sign on Behalf of Technical Authority:				
Name & Title of Contracting Authority:				
<b>12. Invoicing</b>				
<p>Payment to be made based on receipt of detailed invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total.</p> <p>The supplier must invoice in ¼, ½, ¾ or whole day increments. For example 1.00, 1.25, 1.50 or 1.75 days.</p> <p>Original invoices shall be sent to the Project Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority or its designated authority.</p> <p>Email submission of invoices and supporting documents is acceptable.</p>				