





Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Del. Offered Liv. offerte
1	RFSA-Workplace Relocation Services	E6HAL	E6HAL	1	SUM	Destination Plant/Usine XXXXXXXXXXXX	See Herein

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, SRCL, Insurance Requirements and Standing Offer Reporting.

### **1.2 Summary**

- 1.2.1 For the supply and delivery of workplace relocation services consisting of pickup, delivery and installation of workplace systems on as "as required" basis over the period of the Standing Offer, for any Federal Government Departments and/or Agencies in the following areas. These services will include, but are not to be limited to, the moving of full office suites, office equipment, furniture, workstation systems, files/records, filing cabinets, computer hardware, other various government office related facilities such as boardrooms, and full kitchens. Services are also to include packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move.

One Standing Offer will be awarded for each of the following areas.

- 1. New Brunswick
- 2. Prince Edward Island
- 3. Mainland Nova Scotia
- 4. Cape Breton, Nova Scotia

5. Newfoundland and Labrador

Period of Standing Offer: The period of the Regional Master Standing Offer will be two years from date of issuance with two (2) additional one year renewal option periods.

1.2.2 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.2.3 The requirement is limited to Canadian goods and/or services.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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.

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By providing this information, Offerors agree that the successful Offeror'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](#).

## 2.4 Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory*).

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

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

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, offerors should:

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

### **Section I: Technical Offer**

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

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

#### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

###### M1 Supplier's Profile

The Supplier must provide the following information:

- i. Full legal name
- ii. Address
- iii. Telephone number
- iv. Fax number
- v. Email contact
- vi. Full description of the supplier's **Warehouse Facilities** including:
  - a. Size in cubic feet
  - b. Address
  - c. Climate controls
  - d. Structure materials, and
  - e. Security system

###### M2 Supplier's Experience in Moving and Relocation of Office Equipment and Furniture

The Supplier must demonstrate that within the last ten (10) years for bid closing, it has a minimum of three (3) years of experience in moving and relocating office equipment and furniture. The experience must have been obtained by the Supplier itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the Supplier or any corporate predecessor.

***Overlapped periods will only be considered once.***

For the experience to be considered, the Supplier must provide the following information:

- a. Name of client
- b. Duration of the specific work (started and completed in month and year)
- c. Number of personnel assigned to the specific work

As a minimum, the experience must involve all of the following conditions:

- a. Moving full office suites
- b. Moving computers
- c. Moving workstations
- d. Moving office furniture. For example: office equipment, filing cabinets, bookshelves, printers, fax machines.
- e. Packing and unpacking, crating and uncrating, assembling and disassembling, loading and unloading
- f. Using all of the following moving equipment:
  - i. Truck
  - ii. Trailer
  - iii. Forklift truck
  - iv. Roller jack
  - v. Hydraulic tools
  - vi. Dolly

- vii. Hand truck
  - viii. Protective cover
  - ix. Mat
  - x. Ramp
- g. In accordance with the Canada Occupational Safety and Health Regulations, during the moving operation, all moving personnel must have the following:
- i. Wearing protective footwear and clothing
  - ii. Using protective equipment, materials or devices

### **M3 Supplier's Experience in Moving of Records and Records Storage Shelving Units**

The Supplier must demonstrate that within the last ten (10) years from bid closing, it has a minimum of three (3) years of experience in sequential (i.e. succeeding or following in order) packing, moving, and unpacking of records, and in relocation of records storage shelving units. The experience must have been obtained by the Supplier itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the Supplier or any corporate predecessor

#### ***Overlapped periods will only be considered once.***

For the experience to be considered, the Supplier must provide the following information:

- a. Name of client
- b. Duration of the specific work (started and completed in month and year)
- c. Number of personnel assigned to the specific work

As a minimum, the experience must involve all of the following conditions:

- a. The packing, moving and unpacking of records, documents, or books in an organized, sequential process
- b. Relocation of records storage shelving units or mobile storage units

#### **4.1.2 Financial Evaluation**

Suppliers declared responsive in the Technical Evaluation will be evaluated further based on rates submitted in Annex "B" – Basis of Payment.

The Basis of Payment (bid price) is to include the furnishings of all labour, materials, equipment, permit fees, and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Supply Arrangement. All costs for fuel surcharge, overhead, profit, financing, general requirements, contingencies, etc., are to be included in the Supply Arrangement amounts.

"Extras" will not be allowed. It is the responsibility of the Supplier to take into account traffic, weather and other common mitigating factors.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price for each stated region will be recommended for issuance of a standing offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Additional Certifications Required with the Offer

##### 5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

## 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## 6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

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 Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#)

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(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)  
issued by Public Works and Government Services Canada.

### **7.3.1 General Conditions**

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "Standing Offers Reporting". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: February 1 to April 30
- second quarter: May 1 to July 31
- third quarter: August 1 to October 31
- fourth quarter: November 1 to January 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from February 1, 2018 to January 31, 2020.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two one-year periods, from February 1, 2020 to January 31, 2021, and from February 1, 2021 to January 31, 2022 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

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File No. - N° du dossier  
hal-7-79119

Buyer ID - Id de l'acheteur  
hal219  
CCC No./N° CCC - FMS No./N° VME

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## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Linda Richard  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, Nova Scotia B3J 3C9  
Telephone: (902) 402-9059  
Facsimile: (902) 496-5016  
E-mail address: linda.k.richard@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name:  
Title:  
Business:  
Procurement Business Number:  
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 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

## 7.10 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services

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- 
- d) the general conditions **2010C** (2016-04-04), General Conditions - Services (Medium Complexity)
  - e) Annex A, Requirement;
  - f) Annex B, Basis of Payment;
  - g) Annex C, Security Requirements Check List;
  - h) Annex D, Insurance Requirements;
  - j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## **7.11 Certifications and Additional Information**

### **7.11.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.11.2 SACC Manual Clauses**

SACC Manual Clause M3060C (2008-05-12) Canadian Content Certification

## **7.12 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## **7.13 Estimates**

SACC Manual Clause M3800C (2006-08-16) Estimates

**The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.**

## **7.1 Requirement**

The Contractor must perform the Work described in the call-up against the Standing Offer.

## **7.2 Standard Clauses and Conditions**

### **7.2.1 General Conditions**

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

Section 13 Interest on Overdue Accounts, of SACC Manual Clause will not apply to payments made by credit cards.

## **7.3 Term of Contract**

### **7.3.1 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

## **7.4 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.

## **7.5 Payment**

### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid *firm price(s) in Annex B for a cost of \$ (to be determined)*. Customs duties are included and Applicable Taxes are extra.

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

### **7.5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 7.5.3 Single Payment

*SACC Manual* clause [H1000C](#) (2008-05-12) Single Payment

### 7.5.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.8 SACC Manual Clauses

*SACC Manual* clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations  
*SACC Manual* clause [A9068C](#) (2010-01-11) Government Site Regulations  
*SACC Manual* clause [M3800C](#) (2006-08-15) Estimates

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. General Requirement**

To provide relocation and warehousing services for the moving of offices, workplaces, and other various government facilities, including office equipment, supplies, and furniture, on an "as and when requested" basis, within one or more of the following areas:

- New Brunswick
- Prince Edward Island
- Mainland Nova Scotia
- Cape Breton Island, Nova Scotia
- Newfoundland and Labrador

#### **2. Statement of Work**

The Contractor agrees to provide relocation services including, but not limited to, the moving of full office suites, office furniture, computers, workstation systems, office equipment, filing cabinets, computer hardware, boardrooms, full kitchens, other workplace items such as fridges, microwaves, fax machines, files, records, and well as packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move.

All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and warehouse, on commercial racking, for easy access.

The Contractor must be prepared to respond within 48 hours of notice being given.

The Contractor may be expected to deliver from the warehouse to Identified User(s) work sites small amounts of goods within two (2) hours' notice and within twenty-four (24) hours for larger orders. The same time frames apply for components being returned to the warehouse for storage.

The Identified User(s) representative will be granted access to warehouse facilities, at all times.

At the time of the requested move, the Contractor is to be familiar with all the locations in which the Work is likely to occur, and with various freight handling systems as well to assess to docking, loading, and unloading facilities.

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

- Delivery of the necessary quantities of cartons, color coded location labels, map tubes, carts, computer carts, bins and packing material to departments within a reasonable time frame.

- Supply the necessary furniture moving vehicles complete with operators. The vehicles are to be equipped with power tailgate, ramps, plywood boards. In addition to supply bins, dollies, pads, and related furniture moving equipment to safely move the contents to the new locations.
- Upon completion of each move phase, a final walk through will be conducted to determine any damages that require repairs.
- Have the necessary tools to disassemble and reassemble workstations, wall screen systems (power will be disconnected by others), shelving units, misc. furniture, misc. wall hangings, bins, desks, credenzas, pictures, map rails, safes and tables.
- Ensure that locked security cabinets as designated are placed in areas away from public viewing or contact. The cabinets must be moved directly from origin to the destination without any stop overs or delays.
- Moving of office furniture workstation systems, office equipment, filing cabinets, computer hardware, records, etc.
- Packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling;
- Cleaning up (surfaces are cleaned, area is clear of debris/packaging, etc.) at the end of each move, installation or service request (as required) and
- Organizing, cleaning and ensuring inventory is properly stored in the various stock rooms
- Create, provide and maintain a computerized inventory of all material, equipment and furniture stored. The Contractor must provide inventory reports within twenty-four (24) hours when requested by the client. All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused on commercial racking for easy access.
- Must be able to provide at least 5,000 cubic feet of warehouse space in designated region, for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage.
- Create, provide and maintain a computerized inventory of all material, equipment and furniture stored.
- Identify the total amount of cubic feet of actual materiel warehoused.
- Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.
- Provide lifting equipment skis, commercial racking, wrapping material, etc., for the proper storage of goods.
- At the time of each defined move requested by the Identified User(s), prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move. Any damage is to be verified by the Identified User's Project Authority, prior to the item being moved.
- In the event of any damage or loss attributed to the Contractor during a move and warehousing operation, the Contractor will repair or replace Identified User(s) furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.

## PERSONNEL

- Personnel assigned must be movers, packers and installers.
- Personnel must possess the knowledge related to sequential packing, assembling and dismantling of storage and system units, and the installation of powered screens or integrated workstations.
- Personnel must be able to read screen and floor plans and furniture layouts.

## Crew Supervisor

Each move requires a crew supervisor.

Every crew supervisor must have the following experience:

- One year in moving and relocating office equipment and furniture
- One year in installing, assembling and disassembling of furniture
- One year in sequential packing, moving and unpacking of records, and in relocation of records storage shelving units.

Personnel must display the Contractor's name or logo on their outer garments for identification purposes. The personnel must also carry a personal identity card of the Contractor with them and how it whenever they are asked to do so at the move location.

All persons must wear clothes appropriate for the environment:

- Neat in appearance
- Dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours).

### **Equipment, Resources, Tool Kits**

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

Following is a list of potential supplies:

- 4 wheel padded dollies
- Screen carts
- Electronic/computer carts
- Plastic library bins with lids and security ties
- Recyclable cardboard library boxes (2.2 cu. Ft.)
- Floor protection sheets (i.e. aspenite or equivalent);
- Corner protectors
- Shrink wrap
- Labels
- Dollies
- Blankets/furniture pads

The Contractor may be required to have a forklift truck and roller jacks available for specific moves when required by the Identified User.

## Transportation

The Contractor is required to provide

1. Up to two (2) cube vans, two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have a hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard as required.
2. One (1) tractor trailer
3. The Contractor is required to have access to an additional one (1) cube van and one (1) truck with the same GVWR of 6,800 kg, with or without hydraulic tail gates, and with sufficient clean furniture pads in each truck and a wallboard, as required.
4. The Contract must be able to provide additional vehicles upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-needed basis.

## Hours of Work

All work shall be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified on each individual solicitation. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the Identified User(s).

Regular work hours: 8:00 a.m. to 17:00 p.m. Monday to Sunday.

Overtime hours: Working outside the regular work hours of 8:00 a.m. to 17:00 p.m. Monday to Sunday. Over time is calculated at time and a half of the quoted firm hourly rate.

Overtime will be paid for Statutory Holidays which are regularly recognized by the Supply Arrangement Holder and for which the Supplier compensates employees in addition to their regular wage.

NOTE: Islander Day in Prince Edward Island; Heritage Day in Nova Scotia; and Family Day in New Brunswick are not statutory holidays for the Government of Canada and are to be considered normal working days.

Other than statutory holidays, there will be no premium paid for overtime unless the overtime is approved in advance and in writing by the Identified User's Project Authority. All approved overtime will be paid based on the hourly rates for employee wages and will be applied at 1.5 times of hourly rates.

## Site Regulations

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

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### **Registration – Authorities – Licenses**

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

**ANNEX "B"**

**BASIS OF PAYMENT**

The rates quoted herein are ceiling unit prices in Canadian dollars, including customs duties, and excluding Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable.

**1. NEW BRUNSWICK**

Pricing Schedule 1: February 1, 2018 to January 31, 2020 All-inclusive Firm Unit Pricing, HST Extra New Brunswick					
Item	Description	Est. Qty	Unit of Issue	Unit Price	Extended Price
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	4,400	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	880	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	440	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Saint John, NB; Moncton, NB; or Fredericton, NB	2,200	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	20	Lot		\$ -
B	Monthly storage (based on per cubic foot)	440	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Movers outside regular working hours: Holidays	220	Hour		\$ -

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<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Packers outside regular working hours: Holidays	220	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	4,400	Unit		\$ -
B	4 cu. ft.	440	Unit		\$ -
C	5 cu. ft.	440	Unit		\$ -
D	6 cu. ft.	440	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	4,400	Unit		\$ -
B	4 cu. ft. cardboard box	440	Unit		\$ -
C	5 cu. ft. cardboard box	440	Unit		\$ -
D	6 cu. ft. cardboard box	440	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	440	Roll		\$ -
F	Labels	220	Each		\$ -
G	Packing Paper Roll (24 lbs.)	88	Roll		\$ -
H	Packing Paper 1/2 Roll	8	Roll		\$ -
I	Packing Paper 1/4 Roll	8	Roll		\$ -
J	Computer bags	40	Each		\$ -
K	TV box	8	Each		\$ -
L	Security ties	4	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer New Brunswick (A)</b>					<b>\$ -</b>

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 2: Option Year 1 February 1, 2020 to January 31, 2021</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>New Brunswick</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Saint John, NB; Moncton, NB; or Fredericton, NB	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer New Brunswick (B)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 3: Option Year 2 February 1, 2021 to January 31, 2022</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>New Brunswick</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Saint John, NB; Moncton, NB; or Fredericton, NB	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer New Brunswick (C)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

**TOTAL FOR NEW BRUNSWICK**

Pricing Schedule 1 (A)	\$
Pricing Schedule 2 (B)	\$
Pricing Schedule 3 (C)	\$
<b>GRAND TOTAL New Brunswick</b>	

## 2. PRINCE EDWARD ISLAND

Pricing Schedule 1: February 1, 2018 to January 31, 2020 All-inclusive Firm Unit Pricing, HST Extra Prince Edward Island					
Item	Description	Est. Qty	Unit of Issue	Unit Price	Extended Price
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Charlottetown, PEI	1000	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	440	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1000	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	200	Hour		\$ -
C	Movers outside regular working hours: Holidays	100	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1600	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	200	Hour		\$ -
C	Packers outside regular working hours: Holidays	100	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2000	Unit		\$ -

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B	4 cu. ft.	200	Unit		\$ -
C	5 cu. ft.	200	Unit		\$ -
D	6 cu. ft.	200	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2000	Unit		\$ -
B	4 cu. ft. cardboard box	200	Unit		\$ -
C	5 cu. ft. cardboard box	200	Unit		\$ -
D	6 cu. ft. cardboard box	200	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	200	Roll		\$ -
F	Labels	100	Each		\$ -
G	Packing Paper Roll (24 lbs.)	8	Roll		\$ -
H	Packing Paper 1/2 Roll	8	Roll		\$ -
I	Packing Paper 1/4 Roll	8	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	8	Each		\$ -
L	Security ties	4	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Prince Edward Island (A)</b>					<b>\$ -</b>

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 2: Option Year 1 February 1, 2020 to January 31, 2021</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Prince Edward Island</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	1,100	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	110	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Charlottetown, PEI	500	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	5	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	500	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	100	Hour		\$ -
C	Movers outside regular working hours: Holidays	50	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	800	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	100	Hour		\$ -
C	Packers outside regular working hours: Holidays	50	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	1000	Unit		\$ -
B	4 cu. ft.	100	Unit		\$ -

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C	5 cu. ft.	100	Unit		\$ -
D	6 cu. ft.	100	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	1000	Unit		\$ -
B	4 cu. ft. cardboard box	100	Unit		\$ -
C	5 cu. ft. cardboard box	100	Unit		\$ -
D	6 cu. ft. cardboard box	100	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	100	Roll		\$ -
F	Labels	50	Each		\$ -
G	Packing Paper Roll (24 lbs.)	20	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	10	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Prince Edward Island (B)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 3: Option Year 2 February 1, 2021 to January 31, 2022</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Prince Edward Island</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	1,100	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	110	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Charlottetown, NB; Moncton, NB; or Fredericton, NB	500	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	5	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	500	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	100	Hour		\$ -
C	Movers outside regular working hours: Holidays	50	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	800	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	100	Hour		\$ -
C	Packers outside regular working hours: Holidays	50	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	1000	Unit		\$ -
B	4 cu. ft.	100	Unit		\$ -

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C	5 cu. ft.	100	Unit		\$ -
D	6 cu. ft.	100	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	1000	Unit		\$ -
B	4 cu. ft. cardboard box	100	Unit		\$ -
C	5 cu. ft. cardboard box	100	Unit		\$ -
D	6 cu. ft. cardboard box	100	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	100	Roll		\$ -
F	Labels	50	Each		\$ -
G	Packing Paper Roll (24 lbs.)	20	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	10	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Prince Edward Island (C)</b>					

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**TOTAL FOR PRINCE EDWARD ISLAND**

Pricing Schedule 1 (A)	\$
Pricing Schedule 2 (B)	\$
Pricing Schedule 3 (C)	\$
<b>GRAND TOTAL Prince Edward Island</b>	

### 3. MAINLAND NOVA SCOTIA

Pricing Schedule 1: February 1, 2018 to January 31, 2020 All-inclusive Firm Unit Pricing, HST Extra Mainland Nova Scotia					
Item	Description	Est. Qty	Unit of Issue	Unit Price	Extended Price
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	4,400	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	880	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	440	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Halifax, NS	2,200	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	20	Lot		\$ -
B	Monthly storage (based on per cubic foot)	440	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Movers outside regular working hours: Holidays	220	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Packers outside regular working hours: Holidays	220	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	4,400	Unit		\$ -

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B	4 cu. ft.	440	Unit		\$ -
C	5 cu. ft.	440	Unit		\$ -
D	6 cu. ft.	440	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	4,4200	Unit		\$ -
B	4 cu. ft. cardboard box	440	Unit		\$ -
C	5 cu. ft. cardboard box	440	Unit		\$ -
D	6 cu. ft. cardboard box	440	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	440	Roll		\$ -
F	Labels	220	Each		\$ -
G	Packing Paper Roll (24 lbs.)	88	Roll		\$ -
H	Packing Paper 1/2 Roll	8	Roll		\$ -
I	Packing Paper 1/4 Roll	8	Roll		\$ -
J	Computer bags	40	Each		\$ -
K	TV box	8	Each		\$ -
L	Security ties	4	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Mainland Nova Scotia (A)</b>					<b>\$ -</b>

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 2: Option Year 1 February 1, 2020 to January 31, 2021</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Mainland Nova Scotia</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Halifax, NS	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Mainland Nova Scotia (B)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 3: Option Year 2 February 1, 2021 to January 31, 2022</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Mainland Nova Scotia</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Halifax, NS	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Mainland Nova Scotia (C)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

#### 4. CAPE BRETON ISLAND NOVA SCOTIA

Pricing Schedule 1: February 1, 2018 to January 31, 2020 All-inclusive Firm Unit Pricing, HST Extra Cape Breton Island, Nova Scotia					
Item	Description	Est. Qty	Unit of Issue	Unit Price	Extended Price
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Sydney, NS	1000	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	20	Lot		\$ -
B	Monthly storage (based on per cubic foot)	440	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Movers outside regular working hours: Holidays	220	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Packers outside regular working hours: Holidays	220	Hour		\$ -

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<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	4,400	Unit		\$ -
B	4 cu. ft.	440	Unit		\$ -
C	5 cu. ft.	440	Unit		\$ -
D	6 cu. ft.	440	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	4,400	Unit		\$ -
B	4 cu. ft. cardboard box	440	Unit		\$ -
C	5 cu. ft. cardboard box	440	Unit		\$ -
D	6 cu. ft. cardboard box	440	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	440	Roll		\$ -
F	Labels	220	Each		\$ -
G	Packing Paper Roll (24 lbs.)	88	Roll		\$ -
H	Packing Paper 1/2 Roll	8	Roll		\$ -
I	Packing Paper 1/4 Roll	8	Roll		\$ -
J	Computer bags	40	Each		\$ -
K	TV box	8	Each		\$ -
L	Security ties	4	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Mainland Nova Scotia (A)</b>					<b>\$ -</b>

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 2: Option Year 1 February 1, 2020 to January 31, 2021</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Cape Breton Island, Nova Scotia</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Sydney, NS	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Mainland Nova Scotia (B)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 3: Option Year 2 February 1, 2021 to January 31, 2022</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Cape Breton Island Nova Scotia</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown Sydney, NS	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Cape Breton Island, Nova Scotia (C)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

**TOTAL CAPE BRETON ISLAND, NOVA SCOTIA**

Pricing Schedule 1 (A)	\$
Pricing Schedule 2 (B)	\$
Pricing Schedule 3 (C)	\$
<b>GRAND TOTAL Mainland Nova Scotia</b>	

## 5. NEWFOUNDLAND & LABRADOR

Pricing Schedule 1: February 1, 2018 to January 31, 2020 All-inclusive Firm Unit Pricing, HST Extra Newfoundland and Labrador					
Item	Description	Est. Qty	Unit of Issue	Unit Price	Extended Price
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	4,400	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	880	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	440	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown St. John's, NL or Corner Brook, NL	2,200	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	20	Lot		\$ -
B	Monthly storage (based on per cubic foot)	440	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Movers outside regular working hours: Holidays	220	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	3,520	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Packers outside regular working hours: Holidays	220	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					

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A	2 cu. ft.	4,400	Unit		\$ -
B	4 cu. ft.	440	Unit		\$ -
C	5 cu. ft.	440	Unit		\$ -
D	6 cu. ft.	440	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	4,400	Unit		\$ -
B	4 cu. ft. cardboard box	440	Unit		\$ -
C	5 cu. ft. cardboard box	440	Unit		\$ -
D	6 cu. ft. cardboard box	440	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	440	Roll		\$ -
F	Labels	220	Each		\$ -
G	Packing Paper Roll (24 lbs.)	88	Roll		\$ -
H	Packing Paper 1/2 Roll	8	Roll		\$ -
I	Packing Paper 1/4 Roll	8	Roll		\$ -
J	Computer bags	40	Each		\$ -
K	TV box	8	Each		\$ -
L	Security ties	4	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Mainland Nova Scotia (A)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 2: Option Year 1 February 1, 2020 to January 31, 2021</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Newfoundland and Labrador</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit of Issue</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown St. John's, NL or Corner Brook, NL	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Newfoundland &amp; Labrador (B)</b>					\$ -

\*Estimated quantities are for evaluation purposes only

<b>Pricing Schedule 3: Option Year 2 February 1, 2021 to January 31, 2022</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</b>					
<b>Newfoundland and Labrador</b>					
Item	Description	Est. Qty	Unit of Issue	Unit Price	Extended Price
<b>1. TRUCK AND WORKING DRIVER CHARGES</b>					
A	Truck and Working Driver during regular working hours (Monday to Sunday, 8:00 am - 5:00 pm)	2,200	Hour		\$ -
B	Truck and Working Driver outside regular working hours (Monday through Sunday, after 5:00 pm)	440	Hour		\$ -
C	Truck and Working Driver outside regular working hours: Holidays	220	Hour		\$ -
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 30 km radius of downtown St. John's, NL or Corner Brook, NL	1,100	KM		\$ -
<b>2. STORAGE AND OVERNIGHT HOLDING CHARGE</b>					
A	Overnight holding charge	10	Lot		\$ -
B	Monthly storage (based on per cubic foot)	220	cu. ft.		\$ -
<b>LABOUR: On-site productive labour, up to legislated maximum regular hrs. per day and week.</b>					
<b>3. ADDITIONAL MOVING LABOUR/HELPER (On-site productive labour.)</b>					
A	Mover during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Mover outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Movers outside regular working hours: Holidays	110	Hour		\$ -
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Sunday, 8:00 am to 5:00 pm)	1,760	Hour		\$ -
B	Packers outside regular working hours (Monday through Sunday, after 5:00 pm)	220	Hour		\$ -
C	Packers outside regular working hours: Holidays	110	Hour		\$ -
<b>5. SUPPLY CARTONS (Offeror recovered) - INCLUDING PICKUP AND DELIVERY</b>					
A	2 cu. ft.	2,200	Unit		\$ -
B	4 cu. ft.	220	Unit		\$ -

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C	5 cu. ft.	220	Unit		\$ -
D	6 cu. ft.	220	Unit		\$ -
<b>6. CONSUMABLE SUPPLIES - INCLUDING DELIVERY</b>					
A	2 cu. ft. cardboard box	2,200	Unit		\$ -
B	4 cu. ft. cardboard box	220	Unit		\$ -
C	5 cu. ft. cardboard box	220	Unit		\$ -
D	6 cu. ft. cardboard box	220	Unit		\$ -
E	Packing tape (3" core x 1-7/8" wide packing, 3 mm roll)	220	Roll		\$ -
F	Labels	110	Each		\$ -
G	Packing Paper Roll (24 lbs.)	44	Roll		\$ -
H	Packing Paper 1/2 Roll	4	Roll		\$ -
I	Packing Paper 1/4 Roll	4	Roll		\$ -
J	Computer bags	20	Each		\$ -
K	TV box	4	Each		\$ -
L	Security ties	2	Bundle		\$ -
<b>Standing Offer Agreement Period Total Evaluated Offer Newfoundland &amp; Labrador (C)</b>					<b>\$ -</b>

\*Estimated quantities are for evaluation purposes only

**TOTAL NEWFOUNDLAND AND LABRADOR**

Pricing Schedule 1 (A)	\$
Pricing Schedule 2 (B)	\$
Pricing Schedule 3 (C)	\$
<b>GRAND TOTAL Newfoundland and Labrador</b>	

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

Please see attached Annex C.

## ANNEX "D"

### INSURANCE REQUIREMENTS

#### **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.
  - 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. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by

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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.

## **2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **3. All Risks 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 per shipment. The Government's Property must be insured on a Replacement cost (new) basis.

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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 endeavour 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 Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

#### **4. 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 per shipment. Government Property must be insured on Replacement cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
  - b. Loss Payee: Canada as its interest appears or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

#### **Additional Property Insurance**

If requested by the client department, additional property insurance will be paid at cost when supported by copies of the paid invoice.

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## **ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX F

### STANDING OFFER USAGE REPORT

As a requirement of this Request for Standing Offer, a report must be submitted as follows. The report is to provide a list of the call-ups for the Standing offer, plus the total value of the call-up.

Offerors must understand that it is their responsibility to implement a system for tracking call-ups against this Standing Offer in order to provide usage reports and to ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing Offer.

Return Report to the Contracting Authority, Linda Richard at [linda.k.richard@pwgsc.gc.ca](mailto:linda.k.richard@pwgsc.gc.ca).

#### REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

Supplier: \_\_\_\_\_  
Standing Offer No.: \_\_\_\_\_

Department or Agency: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_

Department or Agency	Date of Call-Up	Value of the Call-Up
<b>(A) Total Dollar Value Call-ups for this reporting period:</b>		
<b>(B) Accumulated Call-Up Totals to Date:</b>		
<b>(A+B) Total Accumulated Call-Ups:</b>		

**NIL REPORT:** We have not done any business with the federal government in this period [ ]

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat E6HAL-170006
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Atlantic Acquisitions	
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 To provide all labour, material and equipment required on an as and when required basis for the provision of workplace relocation services in NS, NB, PEI and NL.		
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? / 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		
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"/>		
Restricted to: / Limité à: <input type="checkbox"/>	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"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May 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



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**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	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
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?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat E6HAL-170006
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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Richard, Linda	Title - Titre Supply Specialist	Signature <i>Linda Richard</i>
Telephone No. - N° de téléphone 902-402-9059	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel linda.k.richard@pwgsc-tpsgc.gc.ca
		Date 2017/10/13

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

Name (print) - Nom (en lettres moulées) Ruth Maxley	Title - Titre SO	Signature <i>Ruth Maxley</i>
Telephone No. - N° de téléphone 902-448-3120	Facsimile No. - N° de télécopieur 902-496-5077	E-mail address - Adresse courriel Ruth.Maxley@pwgsc-tpsgc.gc.ca
		Date 2017/10/17

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) Linda Richard	Title - Titre Supply Specialist	Signature <i>Linda Richard</i>
Telephone No. - N° de téléphone 902-402-9059	Facsimile No. - N° de télécopieur 902-496-5016	E-mail address - Adresse courriel linda.k.richard@pwgsc.gc.ca
		Date Oct 13/17

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

Name (print) - Nom (en lettres moulées) Denis Lecapte	Title - Titre Contract Security Officer	Signature <i>Denis Lecapte</i>
Telephone No. - N° de téléphone 613 952 7907	Facsimile No. - N° de télécopieur 613 948 1712	E-mail address - Adresse courriel denis.lecapte@pwgsc.ca
		Date Oct 19/2017