



Closing Date	March 28, 2018
Time	02:00 pm EDT
REFERENCE NO.: 7384261	
G7- Moving Services	

REQUEST FOR PROPOSALS

Title of Project G7 – MOVING SERVICES Reference number: 7384261 <u>CLOSING DATE: 02:00 PM on WEDNESDAY MARCH 28, 2018 Time Zone: (EDT)</u>		
Return Bids to: By Hand or Messenger Service: Véronique Sabourin-SMO Global Affairs Canada 1550, Avenue d'Estimauville Québec, Québec G1J 0C7 Attention: Bid Receiving Unit – PWGSC	By Mail: Véronique Sabourin-SMO Global Affairs Canada 1550, Avenue d'Estimauville Québec, Québec G1J 0C7 Attention: Bid Receiving Unit – PWGSC	From : Monday – Friday Hours : 8:00 am -12:00 pm / 1:00 pm – 4:00 pm
Contracting Authority's Address and Issuing Office Global Affairs Canada 1550, Avenue d'Estimauville Québec, Québec G1J 0C7		
Contracting Authority Véronique Sabourin	Telephone No. 418-254-4241	E-mail : Veronique.sabourin@international.gc.ca

WE HEREBY OFFER TO SELL TO HER MAJESTY THE QUEEN IN RIGHT OF CANADA, IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET OUT HEREIN, REFERRED TO HEREIN OR ATTACHED HERETO, THE GOODS, SERVICES, AND CONSTRUCTION LISTED HEREIN AND ON ANY ATTACHED SHEETS AT THE PRICE(S) SET OUT THEREFOR.

Bidder's Name	
Bidder's Complete Address	
NAME & TITLE OF THE PERSON AUTHORIZED TO SIGN ON BEHALF OF BIDDER (PLEASE PRINT)	
Signature	Date



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Moving Services G7 Summit 2018

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include:

- A- Statement of Work
- B- Basis of Payment
- C- Not Applicable
- D- Electronic Payment Instruments
- E- Mandatory and Rated Requirements
- F- Confidentiality Agreement.

1.2 Summary

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec from June 7 to June 9 2018. The Summit Management Office (SMO) of the Department of Global Affairs Canada has been tasked with the organization, planning and delivery of this summit at various venues in La Malbaie, Québec City and at the Bagotville base in La Baie, Quebec. As part of the requirement for this event, need for a moving company and warehouse staff management has been identified.

The contractor's mandate will be to provide moving and warehouse staff, shelving and all the equipment necessary to store and handle the goods/material needed for the smooth running of the G7 summit. The contractor's mandate is also to provide the trucks drivers and support staff for deliveries between sites. The warehouse facilities in Québec City will be provided by the Summits Management Office (SMO).

The Contract will be in effect from the date of award of Contract until July 13th, 2018.

A bidders conference will be held on February 27th, 2018. This conference will be held by telephone and bidders wishing to bid on this call for proposals are not required to attend to submit their proposal.



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There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

The winning bid must comply with the Security Requirements (Part 6) in order to be awarded a contract by Global Affairs Canada.

This procurement is not subject to the Comprehensive Land Claims Agreements.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 6 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification.*

1.3 Debriefings

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

1.4 Trade Agreements

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 SACC Manual Clauses

A7035T (2007-05-25) - List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2.2 Submission of Bids

Bids must be submitted only to Global Affairs Canada Bid Receiving Unit by the date, time and place indicated on the top left hand corner of page 1 of the bid solicitation.

Bid receiving address

Bid Receiving Unit – PWGSC

Global Affairs Canada
1550, Avenue d'Estimauville
Québec, Québec
G1J 0C7

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to Global Affairs Canada **will not** be accepted.

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 FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with



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Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;



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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted **in writing** to the Contracting Authority veronique.sabourin@international.gc.ca no later than **ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bidders' Conference

A bidders' telephone conference will be held on Tuesday February 27th, 2018, at 11:00 am ET. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues they wish to table no later than Friday February 22nd, 2018 at 2pm ET.

Any questions or clarifications or changes to the bid solicitation resulting from the bidders' conference will not be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.6.1 Bidders and all its participants must sign and provide the signed Annex "F" Confidentiality agreement as well as the names of the individuals who will be participating in the telephone conference



Foreign Affairs, Trade and
Development Canada

Affaires étrangères, Commerce
et Développement Canada

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by no later than Friday February 22nd, 2018 at 2pm ET. Bidders participating in the Bidder's conference must email the completed form and participant information to veronique.sabourin@international.gc.ca.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (**4 hard copies**)

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

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

Section IV: Additional Information (**1 hard copy**)

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

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

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

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

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

Section I: Technical Bid

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

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



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Section II: Financial Bid

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

3.1.2 Electronic Payment Instruments - Bid

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

If the Annex "D" *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

Bidders must submit the certifications and additional information required under Part 5.

Requirements

Section 17 of the Ineligibility and Suspension Policy requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names
- Suppliers may use this form to provide the list of names with their bid or offer submission

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "E" for the mandatory Requirements.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

4.1.1.2 Point Rated Technical Criteria

See Annex "E" for the Point Rated Requirements.

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

4.1.2 Financial Evaluation

The price of the proposal will be evaluated in Canadian dollars, all applicable taxes excluded, as detailed under Annex "B": Basis of Payment

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the passing mark of 60% for the rated criteria.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.



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- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
- For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

Offers will be evaluated on the basis of the Highest Combined Rating of Technical Merit **70%** and Price **30%** *using the following formula:*

$$\frac{\text{Offeror's Technical Score}}{\text{Highest Technical score}} \times \text{ratio} + \frac{\text{Lowest price offer}}{\text{Offeror's price}} \times \text{ratio} = \text{Highest combined rating}$$

Example of Best Value Determination (70% on technical merit and 30% on price)

	BIDDER 1	BIDDER 2	BIDDER 3
Technical Evaluation	220/225	200/225	180/225
Price	\$300,000	\$275,000	\$260,000

POINT DETERMINATION	BIDDER 1	BIDDER 2	BIDDER 3
Technical Points	220/225 x 70 = 68.44	200/225 x 70 = 62.22	180/225 x 70 = 56.00
Price Points	\$260,000/\$300,000 x 30 = 25.99	\$260,000/\$275,000 x 30 = 28.36	\$260,000/\$260,000 x 30 = 30.00
Total Score	94.43	90.58	86.00

Note: In this example the successful bidder would be No. 1 which has scored the highest combined technical merit and price.



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2. Additional Certifications Precedent to Contract Award

5.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

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



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5.2.2 Education and Experience

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

5.2.3 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



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PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact: SMOSecurity-SecuriteBGS@international.gc.ca



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1

Contractors and all staff members requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 to 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of award to July 13th, 2018 inclusive.



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7.5 Authorities

7.5.1 SMO Contracting Authority

The Contracting Authority for the Contract is:

Véronique Sabourin

Department of Global Affairs Canada

Telephone: (418) 254-4241, veronique.sabourin@international.gc.ca

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

7.5.2 Project Authority

The information about the Project Authority for the Contract will be provided at contract award.

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

7.5.3 Contractor's Representative (To be filled provided by the Bidder)

Project Leader		Replacement – Project Leader	
Name:		Name:	
Telephone:		Telephone:	
E-mail :		E-mail :	

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in the Annex "B" Basis of Payment.

7.7.1 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount specified in the Contract upon its award. Customs duties are included and Applicable Taxes are extra.



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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Method of Payment

Payment by Canada to the Contractor for the Work shall be made in accordance with clause H1001C Multiple Payments.

7.7.2.1 SACC Manual Clauses

H1001C (2008-05-12) - Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

7.7.3 Direct Request by Customer Department

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department.

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.



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2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): Fill out Annex D.

- 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)

7.7.5 Discretionary Audit

C0100C Discretionary Audit – Commercial Goods and/or Services

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

7.8 Invoicing Instructions

7.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and as detailed below. Claims cannot be submitted until all work identified in the claim is completed.

7.8.2 The original invoices must be distributed as follow:

7.8.2.1 The Contractor must issue and distribute invoices by electronic means (email) to the identified Invoice Authority and the Summits Management Office Contracting Authority :
Veronique.sabourin@international.gc.ca



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7.9 Certifications and additional information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Not Applicable;
- (f) Annex D, Electronic Payments;
- (g) Annex E, Mandatory and Rated Criteria;
- (h) Annex F, Confidentiality Agreement;
- (i) the Contractor's bid dated _____, (*date of bid*).

7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

7.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or



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representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.



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ANNEX “A” STATEMENT OF WORK

1 – INTRODUCTION

The Government of Canada will host the 2018 Charlevoix G7 Summit, to be held in the Province of Quebec from June 7 to June 9 2018. The Summit Management Office (SMO) of the Department of Global Affairs Canada has been tasked with the organization, planning and delivery of this summit at various venues in La Malbaie, Québec City and at the Bagotville base in La Baie, Quebec. As part of the requirement for this event, need for a moving company and warehouse staff management has been identified.

2 – REQUIREMENT

The contractor’s mandate will be to provide moving and warehouse staff, shelving and all the equipment necessary to store and handle the goods/material needed for the smooth running of the G7 summit. The contractor’s mandate is also to provide the trucks drivers and support staff for deliveries between sites. The warehouse facilities in Québec City will be provided by the Summits Management Office (SMO) from April 1 to August 30, 2018.

2.1 – G7 Requirements

The contractor will be responsible for providing the labour and equipment needed to move the goods/material used during the G7 Summit between the warehouse located in Québec City and the different venues in Québec City, La Malbaie and La Baie. Once the summit is over the contractor will retrieve/move back all goods/materials to the warehouse in Québec City. The contractor will also be responsible to recover its containers, pallets, wooden skids, cardboard, and all other related garbage, after deliveries.

Goods/material: The contractor will be delivering large tables, office desks, credenzas, operator’s chairs, visitor’s chairs, two and four drawer filing cabinets, steno chairs, lounge furniture, high-end furniture, accessories as well as computers, printers and a variety of other items requested by the SMO project authority.

3 – SITES / VENUES

A warehouse located in Québec City will be the central point of storage and distribution of most goods/material for the G7 summit. The G7 Summit will be held at Le Manoir Richelieu, located in La Malbaie, at approximately 200 km from the warehouse. The International Media Centre will be located in downtown Quebec, at le Centre des Congrès de Québec.

Finally, the Bagotville Airforce Base will be operative for the G7 Summit and is located at 200 km from Le Manoir Richelieu and at 210 km from the warehouse. Other sites may be added as the program develops, but will be within similar proximity as the sites already identified.



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4 – SCOPE OF WORK

4.1 - The contractor is responsible for the prompt delivery and installation of all goods/materials to and from the warehouse and to and from the main sites as well as all peripheral Summit sites. Installations will be in accordance with floor plans that will be provided by a SMO Project Authority and executed under the direction, inspection and acceptance of the SMO Project Authority or its representative.

4.2 - It will be imperative that all deliveries and installations are completed as per approved schedule provided by the SMO.

4.3 - A record of all incoming and outgoing deliveries must be maintained to ensure that the inventory is accurate.

4.4 - The contractor is also responsible for appointing a project manager, warehouse, ramp and team coordinators and installers along with a number of movers based on specifics submitted by the SMO Project Authority or his representative.

4.5 - The Project Manager and Warehouse Coordinator must be available for a number of meetings, potentially on a bi-weekly basis, in advance of the Summit. These meetings will be planned by the SMO Project Authority or its representative. Meetings will be held in Quebec City, La Malbaie, Bagotville, and via teleconference. The contractor will be notified in advance of the date and the expected duration of each meeting. However, the contractor, as well as any of his/her staff will be responsible for expenses incurred, such as transportation, accommodations or meals, that are associated with these meetings.

4.6 - The contractor along with SMO Project Authority or his representative will be responsible for the on-site coordination of the work and materials provided under contract and which shall be subject to inspection and acceptance by the SMO Project Authority or his representatives on the premises.

4.7 - All products will be inspected by SMO Project Authority. No scratches, chips, dents or any other defects shall be visible upon leaving the warehouse and the products will be closely monitored upon arriving at the Summit venues. The same applies for the products leaving the venues returning to the warehouse.

5 – CATEGORY OF PERSONNEL

5.1 – Introduction

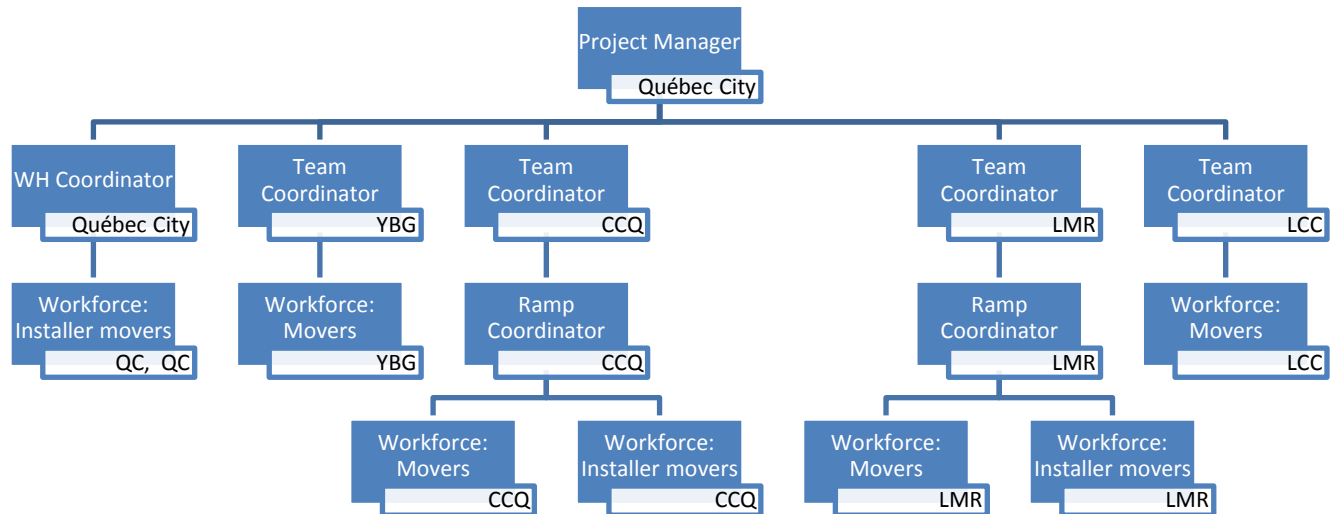
During the event planning process, the contractor's Project Manager and the SMO Project Authority will develop the move in/move out schedule, equipment and work force that will be required on the designated sites to carry out the moves, the deliveries and the installations. The contractor will ensure that all necessary personnel are available for the duration of the contract from date of award to July 13, 2018. Although a level of effort of 8-10 people may be sufficient,



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sporadically on an as-needed basis during the planning stage, there will be a major increase of personnel during the installation and disassembly periods from May 21 to June 15, 2018 that may increase to a maximum of 90 individuals at one time. The contractor's services may be required 24 hours a day, seven days a week between May 21st and June 15th in accordance with the installation and disassembly event schedule.

The anticipated labour requirement is as follows:



5.2 – Project Manager

The Project Manager will be responsible for planning, installation and use of services and materiel in the event preparation phase, under the supervision of the SMO Project Authority or his representative. The Project Manager will be available ten (10) days after contract award to work with the SMO Project Authority or his representative. The Project Manager will be required to be fluent in both written and spoken French. During the move in/move out, SMO will provide the Project Manager and his/her Coordinators with the proper communication equipment.

5.3 – Warehouse Coordinator

The Warehouse Coordinator will be responsible for on-site coordination including ensuring loading and delivery of required items at specific times, as per the Project Authority's instructions. He/she will provide support to the SMO Project Authority or his/her representative responsible for the warehouse from date of award until July 13, 2018. Between May 21 and June 15, a second 8-hour shift, including Saturdays and Sundays, will be on an as required basis. The Warehouse Coordinator(s) must be fluent in both written and spoken French, and must also be able to verbally communicate in English.

5.4 – Team Coordinators

Team Coordinators will be responsible for the management and providing direction to their respective team of movers. Such direction would include the deploying of resources in the most



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efficient manner, in order to complete the tasks required. These coordinators must be fluent in both written and spoken French, and must also be able to verbally communicate in English.

5.5 – Ramp Coordinators

Ramp Coordinators will be responsible for the smooth operations of the arrivals and departures of all goods/materials at the loading docks of all Summit Sites. These coordinators need to be fluent in spoken French, and be able to communicate in English.

5.6 – Installers and Movers

The primary tasks of the installers and movers will be to receive, move, arrange and prepare Summit materiel to be delivered to or shipped from the warehouse. The employees assigned to the warehouse must be able to operate a forklift, palette lifts and dock levelers, legally and safely. The contractor will ensure that Operators must have a valid operator’s licence and must be accredited on the appropriate equipment. The work schedule will be determined in collaboration with the SMO Project Authority.

Movers and installers will be available before, during and after the events to work, as required, on the sites of the Summits. The teams of installers and movers of the sites must carry out a variety of tasks, primarily moving materials within the venues from place to place on the designated sites. The teams must have sufficient handling equipment and tools at their disposal to be able to perform their tasks within a reasonable timeframe. During the move in/move out period, between May 21 and June 15, the number of movers/installers required could increase up to 90 individuals, based on operational requirements.

The supplier’s representative at the warehouse (Warehouse Coordinator) must be equipped with the adequate tools necessary to the trade such as: various sizes and quantities of Robertson, Philip, and standard flat head screwdrivers, pliers, vice grips, complete set of metric and imperial wrenches and ratchet sets, rubber hammer, cordless drill with Robertson and Philip bits, with rechargeable batteries, metric and imperial Allen keys, pry bar, measuring tape, hammer, flashlight, etc.

The Project Manager, Warehouse/Team/Ramp Coordinators must:

- Carry on his or her person at all times an activated and charged cellular telephone. Telephone expenses will be paid by the contractor.
- Ensure that all tasks and services are carried out in the prescribed time frames.
- Be responsible for his or her employees and subcontractors at all times.

5.7 – Mobile workforce

A mobile team of workers will be available during the events, as required, to move material between the different Summit sites, primarily the peripheral sites. A team leader will be designated for each mobile team of workers during the event, and will carry a cellular telephone that is activated and charged at all times. Telephone expenses must be paid by the contractor. During the event planning process, the contractor and the SMO Project Authority or his



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representative will determine the size of the mobile workforce needed, starting on May 21 to June 15, 2018. The schedule of peripheral activities will be provided by the SMO Project Authority or his representative. When Mobile Teams are using vehicles, no vehicle motor shall be left idling anywhere at any time throughout the event. Vehicle refuelling will be the contractor's responsibility.

5.8 - On-site workforce

Le Manoir Richelieu (May 21 to June 12)

The contractor will ensure that two (2) experienced installers with tools and two (2) movers with dollies, screen carts, computer carts are available from June 21 to June 27, 2018, a one (1) hour response time. They will be required daily starting from 7:00 to 24:00. Reservations and room allocations will be ensured by the SMO Project Authority however, accommodation costs will be the responsibility of the contractor.

5.9 - Health and Safety

It is imperative that the moving company employees wear protective boots at all time when in the warehouse. All employees who do not comply with this safety rule will be asked to leave the premises by the team leader/warehouse supervisor under the direction of the SMO Project Authority or his representative.

CSA Canadian Standards Association approved footwear, minimum level of Yellow Triangle, must be worn at all time with no exception and the SMO Project Authority or his representative maintains the rights to refuse contractors working without the proper footwear. It will be imperative that at least one (1) member of the moving company on site at all times have a valid First-Aid certificate. The contractor is responsible for providing the SMO Project Authority with this proof.

The contractor must supply its Health and Safety Plan to the SMO Project Authority for review upon contract award. This will include, but not limited to, the proof of staff having the required First-Aid certificates, as well as the contractors standard operating procedure in the event of an injury occurring on work sites.

5.10 - Statutory Holidays

According to the projected installation schedule, the contractor may require members of its team to work on weekends, nights and maybe Victoria Day, May 24, 2018, St-Jean Baptiste, June 24, 2018 and Canada Day, July 1, 2018. It should be noted that no overtime will be paid, except if it is required on site at the last minute by the SMO Project Authority or his representative. In cases where the SMO Project Authority requests contractor's staff to remain on-site beyond their scheduled workday, overtime will be paid according to the contractor's pre-defined labour rates. Consequently, the contractor is responsible for planning its employees' schedules to comply the SMO needs for the entire Summit. The installation and disassembly schedules presented will be monitored by SMO authorities.



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6 – WAREHOUSE

A warehouse, supplied by the SMO, will be available April 1, 2018.

The warehouse has a surface area of at least 20,000 square feet and the ceiling is approximately 25 feet high. The floor is concrete and level.

6.1 – Sanitary facilities

A washroom with toilet and wash-basin with a potable water supply system will be available onsite and functional.

6.2 – Work area

A work area with two offices is already laid out inside the warehouse. The office spaces will be suitably lit, with lighting control independent of the rest of the warehouse. Electricity shall be available in the work areas so computers, printers and other small electrical appliances can be hooked up.

6.3 – Meal area

A kitchen-type meal area will be available inside the warehouse. This space will be suitably lit, with lighting control independent of the rest of the warehouse. It will be equipped with a refrigerator and microwave oven.

6.4 – Loading dock

Two loading docks will be connected to the warehouse, with two loading ramps. The docks will be accessible to moving vehicles of all types, from cube vans/trucks to the 53’ tractor trailers. Should the dock access ramps not adjust accordingly; the contractor will provide plates or ramps so trucks can be brought to level with the warehouse.

6.5 – Warehouse storage equipment and instructions

The contractor will provide storage equipment such as hydraulic lifts, forklifts, jiggers, flat beds, hand trucks and dollies and shelving bays. Inside the warehouse the contractor will need to respect the following instructions:

- Loads should be stacked evenly and straight.
- Keep aisles and passageways clear at all times.

The contractor will be tasked with unpacking services, and will be removing goods from boxes under the supervision of SMO representatives. The items will be placed securely on a flat surface or skids in preparation for shipping. All empty boxes will need to be stored temporarily as furniture will be reshipped to the supplier unless requested otherwise. If not returned, the boxes should be recycled if possible.

6.6 – Parking

An outdoor parking lot at the warehouse will be made available to the contractor and the lot provides parking for the following vehicles, if need be, overnight: 53ft truck, 43ft truck, 5 ton truck, 18ft cube van. The contractor will be responsible for maintaining the cleanliness of the



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outdoor parking lot of all moving related materials. This will be monitored by the SMO representatives on a regular basis.

7 – MOVING MATERIALS AND SERVICES

7.1- Delivery, transport and handling

The contractor will be responsible for planning and providing all vehicles, drivers related to the move In / move Out schedule, the handling of equipment needed to deliver and transport the material to and from the warehouse based on the specifications and schedule provided by the SMO Project Authority or his representative. The contractor will ensure that Operators must have a valid operator licence and must be accredited on the appropriate equipment.

Transportation to and from Ottawa with 53’ tractor trailer is also planned before and after the Summit, dates to be confirmed. The contractor will store packing material so that it can be reused or recycled. The Contractor will recover its containers and pallets used for transport and any related costs, shall be assumed by the contractor

7.2 – Additional services

The Contractor may be asked to prepare materiel for shipment or storage and to supply the necessary equipment/consumables (packing on pallets, cardboard protection, shrink wrapping and reparation of packages).

8 – VEHICLES

Various size vehicles will be required:

- 5-ton trucks including hydraulic tailgate with all the appropriate insurances.
- 43-foot tractor trailer with all the appropriate insurances.
- 18-foot cube vans with all the appropriate insurances.
- 7-seater minivans with all the appropriate insurances.
- 53-foot tractor trailer with all the appropriate insurances.

During the event planning process, the contractor and the SMO Project Authority will determine the size of the vehicle fleet to carry out the moves, the deliveries and the installations. No vehicle motor shall be left idling anywhere at any time throughout the event.

9 – SCHEDULES

Here is the preliminary schedule of activities leading up to and including the Summit.

9.1 – Pre-delivery, installation and storing

Deliveries will take place between Ottawa and Québec City from date of award to May 1, 2018, requiring 5 ton trucks or 53’ tractor trailer and again to Ottawa in July. The installation of 88 bays of industrial shelving approximately 4’ deep x approximately 8’ wide x 8’ high, measurements can vary depending on the SMO needs.



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9.2 – Deliveries for Move In

Key dates: from May 14 to June 5, 2018.

Deliveries will be made on a number of separate occasions each day from May 1 to June 15, 2018. Most of the materiel will be picked up directly at the warehouse and delivered and installed to different sites. The same will apply for items being relocated from the sites to the warehouse. Shift work will be required during this period; there may be a need to have resources available 24 hours per day.

9.3 – Events

The official Summit activities will be held from June 7 to June 9, 2018.

Materiel handling will also be required during this period. A more accurate activity schedule will be provided at a later date, however we currently anticipate a moving crew of 6 persons, as well as a Team Coordinator, present at each site to deal with last-minute unforeseen needs . Workers may be required 24 hours per day during this period.

9.4 – Move out

Key date: from June 9 to June 12, 2018 (possibly on a 24-hour basis)

Pick-up of materiel will follow immediately after the events have ended, beginning on June 9th in late afternoon. The disassembly schedule will be determined jointly by the SMO Project Authority or his representative and the Contractor. Most of the materiel will be picked up at the different activity sites and returned to the warehouse. From there, scheduling will be arranged for some suppliers to pick-up material that was used for the Summit. Goods/material retrieved from venues prior to the events and stored in the warehouse will be returned to their original location. The contractor may be asked to dispose of broken items, with this direction coming from the Project Authority.

The Contractor must recycle or dispose of all equipment taken back in an environmentally sensitive manner.



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ANNEX “B” BASIS OF PAYMENT

Contractor to provide unit prices for the services and labour rates listed below, in Canadian funds, all taxes excluded. These prices will be used in determining the bidder deemed to be providing the best value to the project.

Pricing Schedule 1 - Equipment

Services and equipment provided for warehousing upon award of contract to July 13, 2018.					
No.	Description/ Service	Unit (ea/hr/mo)	Unit Price	Qty. Est.	Extended Price
1	Forklifts ELECTRIC or PROPANE ONLY for use in warehouse only with an hydraulic elevation of minimum 12 feet	Each	\$_____x	2	\$
2	Jiggers for the transportation of skids within the warehouse and on the Summit sites	Each	\$_____x	4	\$
3	A lot of moving equipment : Hand trucks (est. 4) Flatbeds for large items (est. 2), Dollies (est. 20), Wooden skids (est. 50), Screen carts (est. 10), tape, plastic or shrink wrap, etc.	Lot	\$_____x	1	\$
4	Industrial racking approximately 4’x 8’x 8’ high including installation and dismantling	Each	\$_____x	88	\$
Services and equipment provided for warehousing during the period of May 1 to July 13, 2018					
5	A lot of moving equipment : Loading ramps (est. 4), Dollies (4 soft wheel casters) (up to 200), Moving pads (up to 500), Screen carts (soft wheels) (est. 25), Computer carts (est. 50), Masonite sheets (est. 100), tape, plastic or shrink-wrap, etc.	Lot	\$_____x	1	\$
Total for Pricing Schedule 1: \$_____ (Without applicable taxes).					



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Pricing Schedule 2 - Vehicles

No.	Description/ Service	Unit (ea/hr/mo)	Unit Price	Qty. Est.	Extended Price
Price per trips					
1	53' tractor trailer including driver with all the necessary insurances, for transportation from Ottawa to Quebec City or vice versa.	Per Trip	\$_____x	6	\$
2	5 ton trucks including driver with all the necessary insurances, for transportation from Québec City to La Malbaie or vice versa and to Bagotville or vice versa.	Per Trip	\$_____x	12	\$
Price per approximate hours					
3	53' tractor trailer including driver with all the necessary insurances, for local transportation.	Hourly	\$_____x	2000	\$
4	5 ton truck and driver including hydraulic tailgate with all the necessary insurances.	Hourly	\$_____x	1500	\$
5	45' tractor trailer including driver with all the necessary insurances.	Hourly	\$_____x	1000	\$
6	Cube vans including driver with all the necessary insurances.	Hourly	\$_____x	1000	\$
Vans for Specified Period					
7	7 seated air-conditioned passenger van without driver with all the necessary insurance from May 1 st to June 22 nd with a gasoline card valid in popular chain of service stations.	Vans for specified period	\$_____x	2	\$
8	7 seated air-conditioned passenger van without driver with all the necessary insurances for from April 16 th to June 29 th with a gasoline card valid in popular chain of service stations.	Vans for specified period	\$_____x	4	\$
For Storage purposes only					



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9	53' trailer with all the necessary insurances for storage purposes.	Day	\$_____x	5	\$
Total for Pricing Schedule 2: \$_____					

Pricing Schedule 3 - Labour

Labour upon award of contract to July 13, 2018.

No.	Description/ Service	Unit (ea/hr/mo)	Unit Price	Qty. Est.	Extended Price
Firm Lot Price					
1	Project Manager	1	\$_____x	Lot	\$
Hourly Rates					
2	Warehouse Coordinator	1	\$_____x	824	\$
3	Team Coordinators	4	\$_____x	3000	\$
4	Ramp Coordinators	2	\$_____x	1000	\$
5	Installers	8	\$_____x	2000	\$
6	Movers - Planning stage; 8 to 10 movers. - Move-in/Move-out; 90 maximum.	90	\$_____x	15000	\$
Total for Pricing Schedule 3: \$_____					



Foreign Affairs, Trade and
Development Canada

Affaires étrangères, Commerce
et Développement Canada

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ANNEX "C"

Not Applicable



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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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 “E” MANDATORY AND RATED REQUIREMENTS

MANDATORY EVALUATION CRITERIA

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

Bidders are to fill out on which page(s) of your proposal; the evaluation team will find the responses to the mandatory and rated requirements.

MANDATORY REQUIREMENTS

Mandatory criteria

Proposals that do not meet all of the mandatory criteria **will not be** considered.

Mandatory criteria	Substantiation/Cross-reference to the proposal [supplier to insert]
<p>MC1 –</p> <p>The Contractor must demonstrate that it has access to appropriate means of transport * to be able to deliver merchandise to the locations in a timely fashion.</p> <p>*See: Appendix A – Statement of Work and Appendix B – Basis of Payment</p>	
<p>MC2 –</p> <p>The Contractor must demonstrate in its proposal that it has successfully fulfilled two (2) contracts for events of similar scope.* The following information must be provided for each contract provided: title of event, and client’s name, email address and telephone number.</p> <p>*See Appendix A – Statement of Work</p> <p>Note: If the bidder provides more than two (2) examples of contracts, the responsible Contract Authority will contact the bidder to confirm which projects are to be evaluated.</p>	



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Mandatory criteria	Substantiation/Cross-reference to the proposal [supplier to insert]
<p>MC3 – The Contractor must provide two (2) examples of events it has held that took place on several sites simultaneously.</p> <p>Note: If the bidder provides more than two (2) examples of events, the responsible Contract Authority will contact the bidder to confirm which projects are to be evaluated.</p>	
<p>MC4 – The Contractor must include the résumé of the person it proposes as its representative (coordinator), who will liaise with officers from the Summits Management Office (SMO).</p> <p>The coordinator must have a minimum of three (3) years of experience as a contractor’s representative in the context of one or several projects of similar complexity.</p>	

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

RATED REQUIREMENTS

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

Rated criteria	Substantiation/Cross-reference to the proposal [supplier to insert]
<p>RC1 – The contractor must demonstrate, through real examples, that it can provide the necessary resources within 12 hours. Through these same examples, the bidder must also demonstrate that it can provide service 24 hours a day, 7 days a week, from May 22 to June 15, 2018.</p> <ul style="list-style-type: none"> • fewer than 2 examples = 0 points • 2 or 3 examples = 10 points • 4 or more examples = 25 points <p>*For an example to be evaluated, the bidder must provide the following information for that example:</p> <ul style="list-style-type: none"> • event title and type 	



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Rated criteria	Substantiation/Cross-reference to the proposal [supplier to insert]
<ul style="list-style-type: none"> • event duration • type of services provided • client's name, email address and telephone number 	
<p>RC2 – The Contractor must include the résumé of the person it proposes as its representative (coordinator), who will liaise with officers from the Summits Management Office (SMO).</p> <p>The coordinator must have a minimum of three (3) years of experience as a contractor's representative in the context of one or several projects of similar complexity.</p> <p>The bidder must specify the number of years of experience the coordinator has, as indicated on the résumé.</p> <p>Years of experience:</p> <ul style="list-style-type: none"> • 3 to 5 years = 12 points • 6 to 10 years = 15 points • 11 years or more = 20 points 	
<p>RC3- The Contractor must demonstrate in its proposal that it has successfully fulfilled two (2) contracts for national or international events or meetings, and include the client's name, email address and telephone number for each client.</p> <p>For each contract:</p> <p>Details about the contract: 1 contract = 10 points 2 contracts = 20 points</p> <p>Value of the contract (each contract will be evaluated separately): between \$100K and \$300K = 10 points between \$301K and \$500K = 15 points \$501K or more = 25 points</p> <p>Duration of the contract (each contract will be evaluated separately): 2 to 3 months = 10 points 4 months or longer = 20 points</p>	



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Rated criteria	Substantiation/Cross-reference to the proposal [supplier to insert]
Maximum number of points: 130	
<p>RC4-</p> <p>The Contractor must provide two (2) examples of events it has held that took place on several sites simultaneously.</p> <p>Number of sites simultaneously (each event will be evaluated separately):</p> <p>3 sites = 10 points</p> <p>4 sites = 15 points</p> <p>5 or more sites = 25 points</p> <p>Maximum number of points: 50</p>	
Total / 225 points	



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ANNEX "F" CONFIDENTIALITY AGREEMENT

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY THE MINISTER OF GLOBAL AFFAIRS CANADA

The description of the requirement of bid solicitation No. 7384261 contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

1. The Contractor* agrees that:
 - a. it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
 - b. it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above;
 - c. at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.
2. The Contractor must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.
3. The Contractor acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Contractor, or by anyone to whom the Contractor discloses the Confidential Information to comply with these conditions.
4. Nothing in this Confidentiality Agreement should be construed as limiting the Contractor's right to disclose any information to the extent that such information:
 - a. is or becomes in the public domain through no fault of the Contractor or any proposed subcontractor;
 - b. is or becomes known to the Contractor from a source other than Canada, except any source that is known to the Contractor to be under an obligation to Canada not to disclose the information;
 - c. is independently developed by the Contractor; or
 - d. is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

* The Contractor and all subcontractors must sign this confidentiality clause individually.

Name of Contractor
representative

Print name and Signed by its authorized

Date