

Notice of Proposed Procurement (NPP)

Location: Manhattan, New York

Description of the requirement:

The Department of Foreign Affairs, Trade and Development (DFATD) is looking for a contractor to provide commercial packing, moving, warehouse and art installation services for a one year period to support multiple office relocations. The existing 2 offices employ close to 150 staff member and are located in midtown Manhattan. Full details are provided in Annex A Statement of Work.

There is a mandatory site visit on May 8, 2018 as indicated in the attached RFSO.

Purpose of this Request for Standing Offer (RFSO)

The purpose of this RFSO is to establish a one (1) year Standing offer (SO) with a qualified Contractor who can provide, on an "as and when requested basis" to DFATD, the services specified within the Statement of Work - Annex A, summarized as follows:

- The services will include the provision of a secure warehouse, receipt of shipments (road or air from Ottawa, Canada), storage, delivery, moving, and support of the installation of furniture, art and supplies at the new Mission offices.
- Local commercial moves from one location to another in New York, including preparation/building protection, packing, moving and delivery services for boxed files, furniture, fine art, IM/IT equipment including servers and large scale printers, x-ray machines, safes and office desk chairs.
- Provision of personnel and supplies for internal moving services to be carried out on the Mission premises in New York;
- Packing, moving and installation of fine art using qualified Art Technicians under the direction of DFATD personnel.

Proposed period of contract:

The proposed period of contract shall be from June 2018- June 2019.

File Number: L-CNGNY-18-139413

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