



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Moving Services - CCGC	
<b>Solicitation No. - N° de l'invitation</b> EB144-191043/A	<b>Date</b> 2019-04-02
<b>Client Reference No. - N° de référence du client</b> EB144-19-1043	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-218-10680	
<b>File No. - N° de dossier</b> HAL-8-81101 (218)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-04-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Conrad, Darren	<b>Buyer Id - Id de l'acheteur</b> hal218
<b>Telephone No. - N° de téléphone</b> (902) 403-8584 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 3RD FL. 1713 BEDFORD ROW HALIFAX NOVA SCOTIA B3J1T3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Darren Conrad by facsimile 902-496-5016 or by e-mail to [Darren.Conrad@pwgsc-tpsgc.gc.ca](mailto:Darren.Conrad@pwgsc-tpsgc.gc.ca)

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF WORK.....	4
1.3 DEBRIEFINGS .....	4
1.4 TRADE AGREEMENTS .....	4
1.6 EPOST CONNECT SERVICE .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.2 BASIS OF SELECTION.....	9
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	11
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>13</b>
6.1 SECURITY REQUIREMENTS .....	13
6.2 STATEMENT OF WORK.....	13
6.3 STANDARD CLAUSES AND CONDITIONS.....	13
6.4 TERM OF CONTRACT .....	14
6.5 AUTHORITIES .....	14
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
6.7 TASK AUTHORIZATION .....	15
For each authorized task: .....	17
For all authorized tasks:.....	17
6.8 PAYMENT .....	17
6.9 INVOICING INSTRUCTIONS .....	18
6.10 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	18
6.11 APPLICABLE LAWS.....	19
6.12 PRIORITY OF DOCUMENTS .....	19
6.13 SACC MANUAL CLAUSES .....	19
6.14 COMMERCIAL GENERAL LIABILITY INSURANCE.....	19
<b>ANNEX A .....</b>	<b>22</b>
STATEMENT OF WORK .....	22
<b>ANNEX B .....</b>	<b>23</b>
EVALUATION CRITERIA .....	23
<b>ANNEX C .....</b>	<b>24</b>

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
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BASIS OF PAYMENT .....	24
<b>ANNEX D</b> .....	<b>25</b>
SECURITY REQUIREMENTS CHECK LIST .....	25
<b>ANNEX E</b> .....	<b>26</b>
TASK AUTHORIZATION FORM.....	26
<b>ANNEX F</b> .....	<b>27</b>
LIST OF NAMES .....	27

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2 Statement of Work

The requirement is detailed in Annex A – Statement of Work.

### 1.3 Debriefings

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

### 1.4 Trade Agreements

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

### 1.5 Canadian Content

The requirement is limited to Canadian services.

### 1.6 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## 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-) (<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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.1.1 *Optional Site Visit*

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1190 Westmount Road, Sydney, NS on 11 April 2019. The site visit will begin at 1:00 pm ADT, at the main entrance of the Alert Building.

Bidders are requested to communicate with the Contracting Authority no later than 9 April 2019 at 2:00 pm ADT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.2 **Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government  
Services Canada 1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax, Nova Scotia  
B3J 1T3

Bid Fax: (902) 496-5016

Email address for ePost Connect Service:

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

**NOTE: Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

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

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### 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;
  - 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 no later than five (5) 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 Nova Scotia.

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.



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The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex C - Financial Proposal. The total amount of Applicable Taxes must be shown separately.

## **Section III: Certifications**

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

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

## **4.1 Evaluation Procedures**

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

### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex B.

### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

## **4.2 Basis of Selection**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 60% (60 points) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of one hundred (100) points.
2. Bids not meeting (a), (b), and (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 sixty (60) % for the technical merit and forty (40) % 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 sixty (60) %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of forty (40) %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. 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.

### Scoring

The Price Proposal envelopes of all responsive Proposals are opened upon completion of the evaluation of rated requirements.

The Price Proposals are rated as follows:

- The lowest responsive Price Proposal amount will receive a score of one hundred (100) points. The remaining offers will receive a score in relation to the lowest responsive offer based on a rating scale. For example, if the price for evaluation purposes was 10% higher than the price of the lowest compliant offer, then the proposal would score 90 points.
- Proposals offering a total aggregate price that exceeds the lowest price by more than 50%, will be disqualified.

Example for Price Scores:

Bidder	Bidder's Price for Evaluation Purposes	Price Proposal Score
#1	\$500,000.00	100
#2	\$550,000.00 (10% Higher than #1)	100-10=90
#3	\$688,500.00 (37.7% higher than #1)	100-37.7=62.3
#4	\$761,500.00 (52.3% higher than #1)	Disqualified

### Total Score

The total score assigned to each Proponent's complete Proposal is calculated as the aggregate of:

- a) The Technical Score and;
- b) The Price Proposal Score.

### Calculation of Total Score

Total score will be established as follows:

Rating	Possible Range (rating)	Weighting Factor	Possible Score (points)
Technical Score	0-100	0.6	0-60
Price Score	0-100	0.4	0-40
Total Score		100	0-100

**The Proponent receiving the highest total score is the first entity that the Evaluation Board will recommend be approached in order to execute the Contract. In the case of a tie, the Proponent submitting the lower price for evaluation purposes will be selected.**

## 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 Required with the Bid**

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Bid**

#### **5.1.2.1 Canadian Content Certification**

##### **5.1.2.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition**

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

**This procurement is limited to Canadian services.**

**The Bidder certifies that:**

**( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).**

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

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Canadian Content Certification**

#### **5.2.3.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition**

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

**This procurement is limited to Canadian services.**

**The Bidder certifies that:**

**( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).**

### **5.2.3.2 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

### **5.2.3.3 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

### **5.2.3.4 Workers Compensation Certification- Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good

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standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 2019-01-30CCG**

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 \_\_\_\_;
  - b) *Industrial Security Manual* (Latest Edition).

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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.

#### **6.3.1 General Conditions**

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

2035 (2018-06-21), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 31 March 2023 inclusive

### **6.4.2 Delivery Points**

Canadian Coast Guard College  
1190 Westmount Road  
Sydney, Nova Scotia  
B1R 2J6

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Darren Conrad  
Supply Specialist  
Public Works and Government Services Canada  
Atlantic Region - Acquisitions Directorate  
1713 Bedford Row  
Halifax, Nova Scotia  
B3J 3C9

Telephone: 902-403-8584  
Facsimile: 902-496-5016  
E-mail address: Darren.Conrad@pwgsc-tpsgc.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.

### **6.5.2 Project Authority**

#### **To be determined at Contract Award.**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_

E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative (TO BE FILLED OUT BY BIDDER)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_

Facsimile: \_\_\_\_ \_

E-mail address: \_\_\_\_\_

### 6.6 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.

### 6.7 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 6.7.1 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.



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#### **6.7.2 Task Authorization Limit**

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

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

#### **6.7.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

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

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

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**Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

**For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

**6.8 Payment****6.8.1 Basis of payment: Individual task authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex C.

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

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

**6.8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.8.3 Single Payment**

*SACC Manual* clause H1000C (2008-05-12), Single Payment

### **6.8.4 Time Verification**

*SACC Manual* clause C0711C (2008-05-12), Time Verification

## **6.9 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.10 Certifications and Additional Information**

### **6.10.1 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.

#### **6.10.2 Canadian Content Certification**

*SACC Manual* clause A3060C (2008-05-12), Canadian Content Certification

#### **6.11 Applicable Laws**

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

#### **6.12 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 (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Evaluation Criteria
- (e) Annex C, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Task Authorization Form;
- (h) Annex F, List of Names;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

#### **6.13 SACC Manual Clauses**

*SACC Manual* clause A9065C (2006-06-16), Identification Badge

*SACC Manual* clause A9068C (2010-01-11), Government Site Regulations

*SACC Manual* clause A0285C (2007-05-25), Workers Compensation

#### **6.14 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. 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 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*

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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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.

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A**

### **STATEMENT OF WORK**

**([see attached](#))**

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX B**

### **EVALUATION CRITERIA**

**([see attached](#))**



Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX C**

### **BASIS OF PAYMENT**

**(see attached)**

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX D**

### **SECURITY REQUIREMENTS CHECK LIST**

(*see attached*)

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX E**

### **TASK AUTHORIZATION FORM**

(*see attached*)

Solicitation No. - N° de l'invitation  
EB144-191043/A  
Client Ref. No. - N° de réf. du client  
EB144-19-1043

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-8-81101

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

## ANNEX F

### LIST OF NAMES

In accordance with Part 5, Article 5.2.1 – Integrity Provision – List of Names, please complete the Form below.

<b>Complete Legal Name of Company</b>	
<b>Company's address</b>	
<b>Company's Procurement Business Number (PBN)</b>	
<b>Solicitation number</b>	
<b>Board of Directors (Use Format – first name last name) Or put the list as an attachment</b>	
1. Director	
2. Director	
3. Director	
4. Director	
5. Director	
6. Director	
7. Director	
8. Director	
9. Director	
10. Director	
<b>Other members</b>	
<b>Comments</b>	

**Fisheries and Oceans Canada (Department of Fisheries and Oceans) –  
Canadian Coast Guard College – Sydney, Nova Scotia**

**Moving and Storage Contract – Statement of Work (By PWGSC)  
Date: July 12, 2018**

## Statement of Work

### 1.0 PROJECT OVERVIEW

The Canadian Coast Guard College (CCGC) is a Federally operated Maritime Training College and Canadian Coast Guard facility that is located in Westmount, Nova Scotia - a suburb of the former city of Sydney in the Cape Breton Regional Municipality. The CCGC core training program is a 4-year Officer Cadet program that prepares navigation and engineering officers for service on Canadian Coast Guard ships. The CCGC is also home to a Marine Communication Traffic Services center which operates 24 hours a day for 365 days a year.

The Canadian Coast Guard College will be undergoing a major upgrade of the buildings mechanical systems along with the replacement of siding and windows throughout the campus over the next five years. This work will be strategically executed in phases allowing for normal college training operations throughout construction. Giving this scope of work, it will be necessary to have in place the services of a moving contractor for moving, storage (short and long term) and relocating and protection of college possessions within the campus.

### 2.0 DEFINITIONS

“CCGC” – Canadian Coast Guard College

“Contractor” means the person or entity identified as such in the Contract. The term Contractor means the Contractor or the Contractor’s authorized representative as designated by the Contractor in writing.

“Crew Supervisor” means the employee or representative of the Contractor designated by the Contractor to be in full charge of the operations of the Contractor and shall be authorized to accept on behalf of the Contractor any notice, order or other communication given to the Contractor relating to the Work.

“DFO” – Department of Fisheries and Oceans who owns and operates the CCGC.

“Escorted” means visitors or contractors, without a valid security screening or security clearance, must be properly escorted and/or supervised at all times. They are to be supervised/escorted while they are on the sites for meetings, servicing sensitive systems, or performing maintenance duties within restricted areas.

“General Contractor” – is the contractor that has been awarded the contract for the Mechanical System Upgrade contract. The schedule for this contract will drive the schedule for the moving contract.

“Long Term Storage” – A clean, secure and climate-controlled facility provided by the contractor for storage of items moved from the College that will remain for an undetermined amount of time. It is anticipated that some items would move out to Long Term Storage and remain there for several years.

“Move Coordinator” means the individual as appointed by the Departmental Representative who is responsible for the day to day move coordination and who oversees all on-site move related activities.

“PSPC” – Public Service Procurement Canada, Formerly PWGSC.

“PWGSC” – Refers to Public Works and Government Services Canada. PWGSC is acting as the Representative for the management of the overall contract. Also referred to as PSPC.

“Short Term Storage” – A clean, secure climate-controlled facility provided by the contractor for the temporary storage of items that require relocation for the execution of the Project. Short term storage time duration shall vary but anticipated to be less than one year.

“Statement of Work” means the requirements provided within this document and amendments issued during the tender.

“The Project” – Refers to the overall scope of work for which this moving contract is necessary

“Work” means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the Statement of Work.

### 3.0 BACKGROUND

The Coast Guard College campus is made up of the following buildings where moving services will be necessary during the phased Mechanical System Upgrade project:

- Alert (2 Floors)
- Arctic (3 Floors)
- Atlantic (3 Floors)
- Cabot (4 Floors) Includes Galley, Office's, Classrooms etc.
- D'Iberville (Pool and Gymnasium)
- Foster Building (Boat Storage Shop)
- Great Lakes (3 Floors)

- Hopkins Training Center (2 Floors)
- Machine Shop (MET - Louis St. Laurant)
- MacKenzie (3 Floors)
- MCTS/Telecom (3 Floors)
- Miramichi (3 Floors)
- Pacific (3 Floors)
- Saguenay (3 Floors)
- St. Laurent (3 Floors)

The Canadian Coast Guard College houses typical campus spaces such as boardrooms, classrooms and offices however there are a variety of common use spaces such as hotel and dormitory rooms as well as highly specialized spaces including simulators, telecommunication, information technology and storage spaces.

Each campus building has three levels except for Cabot which has 4 along with miscellaneous adjacent spaces such as hallways and tunnels. Throughout the term of the Mechanical Upgrade contract the moving contractor will be required to properly manage all work and provide all labor, tools, materials and facilities for moving, storage (short term and long term), and relocation for all items as referenced in the contract. There will also be the requirement for special moves involving artifacts and historical items that may require special attention and treatment for protection when moving, storage or relocating.

The General Contractor will provide a phasing plan and schedule which may be different than the one attached to this contract for information. (See appendix B, Phasing Plan) The General Contractor will regularly update their master schedule as well as monthly schedules as well as a three (3) week look ahead. The Moving Contractor will be kept informed of the updated schedule through regular coordination meetings. These meeting will be scheduled by PSPC.

## 4.0 GENERAL CONDITIONS

### 4.1 OVERVIEW

The successful bidder or “Contractor” chosen to undertake the work will be required to coordinate closely with onsite representatives throughout the contract. Due to the complexity and level of coordination required for this project to be successfully executed, the “Contractor” shall appoint a qualified person (i.e. project manager, move coordinator or crew supervisor) dedicated to working as a liaison between PWGSC/PSPC and CCGC/DFO Staff.

This contract will be based on several rate structures including but not limited to: lump sum and unit pricing. Prior to commencement of work for each phase, the Contractor will work with the



assigned “Departmental Representative” or designated “Move Coordinator” to determine and plan for requirements for each phase of the work.

The Moving Contractor is expected to mobilize crews within 12 hours notice for emergency work if required. The Storage facilities must be located within Cape Breton Regional Municipality for easy timely access to stored materials and equipment.

#### 4.2 PERFORMANCE REQUIREMENTS

The following performance requirements are common to all moves for this Contract:

- The Contractor shall furnish all managerial, administrative, direct labour personnel, materials and transportation that are necessary to accomplish all required services.
- Relocation services will include but not be limited to the moving of office furniture, office equipment, classroom equipment and furniture, specialized spaces, living quarters, hotel furniture and electronics, computers and peripherals, printers, fax machines, filing cabinets, records, book cases, kitchen appliances such as refrigerators, microwaves, etc. Crating, disassembling, loading, transporting, unloading, unpacking shelving units and computers / monitors, uncrating, assembling, plus cleanup at the end of each move will also form part of this contract.
- Generally, office contents / files will be packed and labelled by the client, however exceptions may apply.
- The client will empty filing cabinets.
- During and on completion of the move, the contractor shall collect and remove all rubbish, crates, and materials from the premises. The Contractor shall be responsible for their workspace house cleaning and are required to keep their area of work safe and clean at all times.

#### 4.3 MOVING SPECIALIZED EQUIPMENT AND FRAGILE ITEMS

Special handling will be required for any items designated as specialized equipment or fragile items. This includes, but is not limited to such items as projection screens, mirrors, framed pictures, models, artwork, specialized furniture pieces and items of historical value. For any such items, the following applies; the Contractor shall use all necessary padding, paper, boxes, crates, or other appropriate packing and packaging materials to prevent breakage of all specialized equipment and fragile items during packing, transport and unpacking. In some cases, protective hoarding maybe required to protect sensitive items.

#### 4.4 COMPUTER PHERIPHALS, MONITORS, PRINTERS, FAX MACHINES AND SCANNERS

- All peripherals will be bagged and tagged by Client.
- Use of computer carts is a must; however additional protection is required for all flat screens to prevent damage during handling and transportation.
- At the destination, the contractor will leave computers/monitors on the carts. CCGC IT will unload and place in appropriate work station to begin installation. Contractor to remove carts as soon as possible when work is finished.

#### 4.5 OTHER ELECTRONIC EQUIPMENT

For these items, the Contractor shall use all necessary packing materials (e.g., padding, wrapping, boxing, crating, etc., as appropriate) to prevent damage to items during packing, transport and unpacking. Electronic equipment includes, but is not limited to television sets, DVD players, VCRs players, other teleconferencing and videoconferencing equipment, clocks, small kitchen appliances, etc.

#### 4.6 APPLIANCES

With any appliances to be moved, the Contactor shall pad and stabilize the appliances for transport. All removable shelving and other parts shall be properly stored and packed with the appropriate packing materials. Appliances include but are not limited to dishwashers, microwaves, fans, refrigerators, etc.

#### 4.7 ART OBJECTS AND ARTICLES OF EXTRAORDINARY VALUE

Packing of items designated as “art objects” or “articles of extraordinary value” shall be packed only in the presence of the Move Coordinator. For such items, the Contractor shall follow any special packing instructions provided.

#### 4.8 CONTRACTOR FURNISHED EQUIPMENT, MATERIALS AND SUPPLIES

The Contractor will be required to provide an adequate amount of trucks for the job and be appropriate for each task. Trucks to be a minimum Gross Vehicle Weight Registered 6,800 kg. A 5 ton, closed in box type. Trucks with and without a hydraulic tail gate maybe required. Each truck shall have enough clean furniture pads and blanket protection as required.

The Contractor must provide additional vehicles (i.e. Tractor trailer to move heavy or awkward loads, with hydraulic tailgates, on an as-needed basis). The Contractor must ensure that it has readily available, back-up vehicles, in case of breakdown at no additional cost to this contract.

The Contractor shall supply carts, dollies, plastic moving bins (minimum 30" X 24"), and library carts as required for each move. The Contractor must also provide the following items:

- Corner protectors;
- Floor protection sheets (i.e. aspenite or equivalent);
- Packing material (including but not limited to newsprint, bubble wrap, shrink wrap, ect);
- Labels;
- Blankets / furniture pads;
- Rolls of tape
- 2 cable ties per bin for security

All packing materials and supplies provided shall conform to standard industry practice for moving services.

The Contractor shall deliver the required number of bins, boxes and other required packaging materials, as per the "Move Item list" two (2) weeks prior to the scheduled move times. The intent is to have the moved bins emptied within 48 hours for re-use.

The Contractor must be prepared to provide the necessary trucks to achieve the move in a safe and efficient manner and in conjunction with the schedule. There shall be a sufficient amount of clean furniture pads in each truck and a ramp.

The Contractor must ensure that all vehicles are clean and in good working order, and must be able to provide back-up vehicles in case of breakdown, at no additional cost to the contract.

#### 4.9 WRAPPING FOR TRANSPORT

When preparing items for transport, the Contractor shall wrap all articles subject to breakage, denting, scratching, marring, soiling, chafing, or damage, with padding or other appropriate materials that will prevent damage to the items.

- Establish a work area in a room that allows easy access to most of the items to be moved.
- Cover floors as necessary with drop cloths or canvas to protect the surface while work is in progress.
- All boxes, containers, and packing materials shall be dry, clean, in sound condition, free of substances that might damage the contents, and of sufficient strength to protect the contents.
- Special care and handling is to be taken when moving such items as computer equipment, glassware, kitchenware and electrical appliances.
- Use appropriate measures for the protection of flat screen monitors, (TV and computer).
- As necessary, disassemble large or bulky items if this can be done without damage to the items. Securely wrap and clearly mark nuts, bolts, screws, or other hardware in plastic or paper, and securely attach the wrapped items to the articles from which they were removed. Reassemble at destination.
- Any packages containing glass (mirrors, glassware, etc.), shall be marked to indicate that glass items are enclosed.
- Legs or other articles removed from furniture shall be properly wrapped, bundled together and clearly identified.
- When all items have been removed, the Contractor shall walk through the space with the Move Coordinator to ensure that all items to be moved have been accounted for. Once it has been determined that the Contractor has removed from the premises all items being moved, the Contractor shall clean up the premises and remove all debris that remains.

#### 4.10 MOVING OF ITEMS

- Protection of Buildings and Property: The Contractor shall use best commercial practices to ensure the locations where moving services are performed, including the

surrounding areas, are protected both internally and externally from any damage resulting from moving operations. The Contractor shall take the necessary precautions (e.g.; pads, drop cloths, mats, etc.) to protect facilities and property during the move.

- Loading / Unloading Areas: Contractor shall use only the loading and unloading areas approved by the Move Coordinator. Contractor vehicles shall be parked only in approved areas. The Contractor shall be responsible for obtaining any permits that may be required for the services performed in the loading/unloading areas. Use of the loading/unloading areas will be scheduled with the Move Coordinator. There may be occasions where these areas will be shared with others.
- Breaks: Contractor personnel shall coordinate their break times so that breaks do not occur at times when vehicles are only partially loaded or unloaded.
- Weather and Other Conditions: The Contractor shall take all appropriate measures to protect property during the entire moving process. This includes protecting items from exposure to inclement weather during loading, unloading, and transport.

#### 4.11 SAFETY

The contractor will be responsible to have a safe work plan in place for the duration of the contract and submitted to PSPC Construction Safety for review prior to any commencement of work. The plan shall ensure that all work is conducted in a manner that complies with local, provincial, and Federal safe work practices and legislation. It is the responsibility of the Contractor to ensure that all their employees are to work safely and be trained and equipped with equipment that functions properly and meets all regulation industry standards. Failure or disregard to conduct "The Work" in such a manner may result in temporary work stoppage, or in extreme cases termination of this contract without notice.

#### 4.12 SECURITY CLEARANCE

The successful bidder and its employees will be required to attain their corporate reliability security clearance for this project. PWGSC/PSPC will assist in guiding the bidder through the process of obtaining all required clearances. Moving work cannot begin until reliability security clearance as a minimum is attained.

#### 4.13 WORKING HOURS

Working hours will vary depending on the building. For example, cadet quarters maybe moved during classroom training hours while offices maybe scheduled during over nights or weekends. Laboratory moves maybe moved during the day however it would need to be coordinated so not to interfere with normal daily operations. PWGSC/PSPC will be the liaison between the moving contractor and DFO/CCGC and will plan sufficient notice to the contractor for moving times/requirements.

#### 4.14 SCHEDULE

A general moving plan schedule with milestones will be provided following the award of this contract, however this will serve only as a guideline for the moving work. The General Contractor schedule will drive the schedule of the moving contractor. The Contractor will be required to work closely with site representation to coordinate this work.

#### 4.15 COMMUNICATIONS

Contractor will be responsible to have a communication plan in place for the entirety of the contract. The plan shall include at minimum a contact list indicating the contractors project management team able to communicate directly with the designated departmental representative. If contractor has personnel management team changes during the project, the communication plan is to be resubmitted as soon as possible to ensure continuous service. At no time will the Contractor take direction from DFO, CCGC personnel or any other contractors. All communications with the broader project (Mechanical Upgrade Project) stakeholders will be coordinated through the Move Coordinator. At no time will the Contractor or its staff speak to media or outside stakeholders.

### **5.0 STAFF / PERSONNEL REQUIREMENTS**

#### 5.1 GENERAL

- The Contractor shall be responsible for ensuring all Contractor employees performing any Work under the Contract are suitable for the type of work performed. Labour employed to perform services under this Contract shall be experienced and competent in the performance of the specific tasks to which they are assigned.
- The Move Coordinator reserves the right to reject any employees that are determined to be unsuitable to perform the required services, based on the criteria in this contract or due to employee(s) inappropriate actions in accordance with the client's site regulations.

- The Contractor must be able to supply a full complement of experienced, security cleared staff at all times to perform the required tasks. These experiences/skills include: office relocations including computer equipment relocation; and shelving systems disassembly, relocation and assembly.
- The contractor must be able to provide a qualified Crew Supervisor to provide information sessions for the PWGSC/PSPC Project Manager, Move Coordinator and delegated staff. Sessions will be determined by the PWGSC/PSPC Project Manager. The sessions will include but not limited to how the move will be handled, recommended site preparation for receiving goods, question and answer period, etc.
- The Contractor must provide a designated Crew Supervisor per crew at each location who will have the authority to act on behalf of the Contractor and have appropriate experience. Each Crew Supervisor must have a cellular telephone to allow for immediate response to the Move Coordinator's requests.
- Contractor must ensure that Drivers are licensed to operate the required motor vehicles.
- Crew Supervisors assigned to this Work must be able to read floor plans.
- All staff provided by the Contractor shall be uniformed appropriately for the nature and location of the Work. They shall display their access security badge along with the Contractor's name or logo on the outer garment for identification purposes at all times. At any time while on the work site, the Contractor's staff/personnel could be asked to identify themselves by providing a photo ID such as a valid Drivers Permit or Government issued ID.
- The Contractor's staff/personnel must wear protective footwear and clothing, and must use the appropriate protective equipment, materials, and devices as required and in accordance with the Canadian Occupational Safety and Health Regulations.
- The Contractor must update their list of security-cleared personnel, as appropriate and required. The revised list must be submitted to the Move Coordinator prior to each Move weekend.

## 5.2 STANDARDS OF CONDUCT

The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance, integrity and shall be responsible for taking such disciplinary action with respect to employees as required. The Contractor's employees who perform services under this contract shall always be in a uniform identifying them as employees. Each Contractor employee is expected to adhere to normal office standards of conduct. The Move Coordinator reserves the right to direct the Contractor to remove an employee from the work

site for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost.

Neglect of duties shall not be condoned. This includes unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or to cooperate in upholding the integrity of the work site security. Contractor's employees shall be on site only for performance of contractual duties and not for other business or personal purposes.

Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions or fighting shall not be condoned. Additionally, Contractor employees shall not participate in disruptive activities, which interfere with normal and efficient Client operations.

While performing services under this Contract, Contractor employees shall at no time engage in the following activities, including but not limited to;

- Smoking in the client's facilities;
- Arrive at the facility under the influence of drugs or alcohol, or even with alcohol on the breath;
- Consume alcoholic beverages on the site;
- Use unassigned washrooms without permission;
- Use Government telephones without prior approval from Move Coordinator;
- Engage in prolonged discussions or arguments regarding the job;
- Perform any work for the client not specified in this contract without approval from the Move Coordinator;
- Request or accept any articles or currency as a gratuity for work performed under this Contract;
- Disconnect or connect any electrical device requiring special knowledge.



## 6.0 DESCRIPTION OF FACILITY

SEE ATTACHED CAMPUS PLAN

### 6.1 "CLUSTERS"

Students reside in clusters. Each cluster consists of private sleeping quarters (Dorm Room), a common lounge space and common washroom. There is one laundry room in each building which services all 3 floors. Typical standard contents in each cluster consists of one bed for each dorm room, desks, couches, chairs, appliances and electronics. Disassembly/reassemble of beds and furniture may be required.

The contractor will supply the required amount of sealable storage bins with a minimum size of 24"x 30" at 48 hours prior to the moving date. The contractor shall relocate the packed bins to temporary storage on moving day. This work shall be scheduled during cadet training hours. The empty storage bins are to be collected by the contractor within 48 hours after relocation to temporary storage.

### 6.2 HOTEL ROOMS

All hotel rooms have typical standard contents consisting of one bed for each room, desks, couches, chairs, dressers, electronics and a washroom. Disassembly/reassemble of beds and furniture may be required.

### 6.3 CLASSROOMS

There are many classrooms throughout the college. Depending on the demand and equipment housed in each classroom, some items in each room may be relocated, or simply rearranged to allow for mechanical work to move forward. Typical contents of classrooms are desks, chairs, work stations, computers/AV and shelving & cabinets for classroom equipment storage.

### 6.4 OFFICES, BOARDROOMS, WORK SPACES AND STORAGE

As CCGC business operations must carry-on during the project, therefore all office moves will require coordination by PSPC. The contractor will provide the required amount of storage bins for each office with a minimum size of 24"x 30" one (1) week prior to time of relocation. CCGC office workers will be responsible for packing their own belongings. The empty storage bins are to be collected by the contractor within 48 hours after relocation to temporary storage.

Office moves shall be scheduled during off times when office workers are not present. This may include evenings, overnight or weekends and will be coordinated by the PSPC Representative.

#### 6.5 SIMULATOR SPACE

There are a variety of simulators throughout the college located in several buildings and floors. Each simulator may present its own unique challenge depending on the work to be done in each area. The Contractor will work under the direction of PWGSC/PSPC as well as the CCGC IT staff to best protect this sensitive equipment. Wherever necessary, hard protection enclosures are to be constructed around this sensitive equipment during the move to avoid damage. This hard cover hoarding will be completed by others, (constructed and deconstructed). There will be several requirements to protect against for this sensitive equipment including physical damage from falling objects or workers, dust, moisture and noise. In some cases, mitigation requirements could include that the moving contractor stops work immediately and to reschedule work at a later scheduled time.

#### 6.6 LABRATORIES AND WORKSHOPS

In preparation for Laboratory moving PWGSC/PSPC will coordinate the requirements between CCGC and the Contractor to ensure items are properly handled and moved. Typical items in a laboratory move will consist of desks, tables, chairs, computers, monitors and scientific equipment.

#### 6.7 SERVER ROOMS AND IT ROOMS

Throughout the campus there are several server centers which are not planned to be taken offline during the work because the campus is going to remain in full service throughout the mechanical project. The moving contractor will work under the direction of PWGSC/PSPC and the CCGC IT staff. The contractor will wrap and protect all equipment that cannot be temporarily relocated to the satisfaction of the IT staff. The work in these spaces will include installation of new sprinklers and HVAC equipment so due to the importance of these IT/Server rooms, every effort will be made to minimize the impact of the work in these spaces. There will be several requirements to protect against for this sensitive equipment including physical damage from falling objects or workers, dust, moisture and noise. In some cases, mitigation requirements could include that the contractor stops work immediately and to reschedule work at a later scheduled time. Wherever necessary, hard protection enclosures are to be constructed around this sensitive equipment during the move to avoid damage. This hard cover hoarding will be performed by others (constructed/deconstructed).

#### 6.8 MCTS / ESSENTIAL SERVICE SPACES

The College is home to services that are essential to local marine navigation, monitoring and communication. These spaces will be required to remain fully functional during the project, 24

hours per day, 365 days a year. Wherever necessary, hard protection enclosures are to be constructed around the equipment to avoid damage. This hard cover hoarding will be performed by others (constructed/deconstructed).

The MCTS building houses office spaces, live radio operations center, kitchen, lockers and workshops. There will be several requirements to protect against for this sensitive equipment during the move including physical damage from falling objects or workers, dust, moisture and noise. In some cases, mitigation requirements could include that the contractor stops work immediately and to reschedule work at a later scheduled time.

The Contractor will work under the direction of PWGSC/PSPC and the CCGC/MCTS Staff as the MCTS building is a complex work area. If hard protection be required to cover/protect any special items that are not designated to be moved, this work will be performed by others (constructed/deconstructed).

#### 6.9 COMMON AREAS/TUNNELS/CORRIDORS

All the common spaces throughout the facility display a variety of photographs, posters, furniture etc. The Contractor will work under the direction of PWGSC/PSPC and the CCGC. These areas are located throughout the campus in several buildings and floors.

#### 6.10 ARTIFACTS/ARTWORK/MODELS

The college campus houses many items of significant historical value which include photographs, plaques, models, pieces of marine vessels, local art, etc. The properties of these items can range from delicate to heavy and bulky. The contractor is required to minimize their exposure to damage during moving and construction work. These items are located throughout the campus in several buildings and floors.

The moving contractor will work under the direction of PWGSC/PSPC and the CCGC. If hard protection enclosures are required to cover/protect any special items that are not designated to be moved, this work will be performed by others (constructed/deconstructed).

#### 6.11 SPECIALTY AREAS

The Contractor will work under the direction of PWGSC/PSPC and the CCGC for Specialty Areas. Specialty areas are Kitchens, Auditoriums, Planetarium, Lounges etc. These specialty areas are in several buildings and floors throughout the college.

## 7.0 Project Execution

### 7.1 PLANNING, SCHEDULING AND MOVING PREPARATION

Allow 5 business days prior to any scheduled move for review of the contractors moving plan. The plan shall identify any special college site features such as loading docks, building accesses, vehicle access, etc. All reasonable requests and arrangements shall be communicated to the CCGC to help best accommodate the move(r). Artifacts and items of specific value will be of special note to best mitigate risk of damage.

The contractor will submit and manage a master list labelling system for all items for this contract. Management of this labelling system shall include but not be limited to:

- Item Number #
- Item Description
- Item/Container Location of Origin by Designated Room Number or Space Number
- Designated Temporary Relocation Space ID (to be provided by PWGSC/PSPC)
- Number of Moving Containers Provided by Contractor
- Container Number

## ANNEX B

### EVALUATION CRITERIA

To meet the requirement described herein, the experience of the Bidder must be for work carried out of similar size and scope in which the Bidder itself was under contract with another organization,

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.

#### 1.0 MANDATORY REQUIREMENTS

At bid closing time, the Bidder must comply with the following mandatory requirements and provide the necessary documentation to support compliance.

Any proposal which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration.

VERY IMPORTANT: Each requirement should be addressed separately and in detail.

No	Mandatory Requirement	Page No in Proposal
MR1	<p>Bidder's Profile</p> <p>Bidder MUST provide with their Proposal a detailed Bidder Profile including the following information:</p> <ul style="list-style-type: none"><li>• legal and operating company name and address;</li><li>• year of incorporation, registration, etc.;</li><li>• number of full-time and part time employees;</li><li>• name of principle(s) of company;</li><li>• telephone/fax number; and</li><li>• Procurement business number</li></ul>	
No	Mandatory Requirement	Page No in Proposal
MR2	Bidder's Experience - Relocating Commercial furniture and small appliances	

	<p>Bidder MUST have experience in moving and relocating in a commercial environment with at least two (2) projects that are similar in size, scope and complexity, completed within the past seven (7) years to substantiate the above.</p> <p>For a project to qualify, it MUST involve ALL of the following conditions:</p> <ul style="list-style-type: none"> <li>• phased, multiple moves;</li> <li>• the relocation of commercial furniture; and appliances</li> <li>• the relocation of commercial equipment;</li> <li>• the relocation of sensitive / historical equipment/pieces</li> </ul> <p>A table-style format MUST be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided, addressing each of the qualifying conditions above, the sequencing of individual moves, the total number of people moved, as well the objective(s) and outcome(s) for the project;</li> <li>• duration of the project -start and completion dates;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• Client reference including name, title and telephone number.</li> </ul> <p>PSPC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</p>	
<b>No</b>	<b>Mandatory Requirement</b>	<b>Page No in Proposal</b>
MR3	<p>Bidder's Experience – Disassembly, Assembly, Relocating of Commercial Furniture and Equipment</p> <p>Bidder MUST have experience in disassembly and assembly of commercial furniture and equipment. Please provide a substantial list of at least two (2) projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>For a project to qualify, it MUST involve the following conditions:</p> <ul style="list-style-type: none"> <li>• the disassembly and assembly of commercial furniture and equipment ; and</li> </ul>	

	<ul style="list-style-type: none"> <li>• If required the use of rigging and material handling equipment to facilitate heavier moves (i.e., forklifts, hoisting devices).</li> </ul> <p>A table-style format MUST be used to capture BOTH projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided, addressing the methodology and process utilized to disassemble and assemble commercial furniture and equipment as well as the objective(s) and outcome(s) for the project.</li> <li>• duration of the project -start and completion dates;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• client reference including name, title and telephone number.</li> </ul> <p>PSPC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's experience.</p>	
No	Mandatory Requirement	Page No in Proposal
MR4	<p>Bidder's Project Manager's Experience</p> <p>The Bidder's Project Manager MUST have experience managing moves involving commercial furniture and equipment.</p> <p>Please provide a list of at least two (2) move projects that are similar in size, scope and complexity completed within the past seven (7) years to substantiate the above, managed by the proposed Bidder's Project Manager.</p> <p>For a project to qualify, it MUST involve ALL of the following conditions:</p> <ul style="list-style-type: none"> <li>• phased, multiple moves;</li> <li>• the relocation of commercial furniture; and appliances</li> <li>• the relocation of commercial equipment;</li> <li>• the relocation of other office furniture including but not limited to filing cabinets, bookshelves, memorabilia.</li> <li>• the relocation of sensitive / historical equipment/pieces</li> </ul> <p>A table-style format MUST be used to capture BOTH projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the proposed Project Manager</li> </ul>	

	<ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided, addressing each of the qualifying conditions above;</li> <li>• duration of the project -start and completion dates;</li> <li>• description of the Project Manager's role on the project;</li> <li>• dollar value of the project;</li> <li>• name and brief description of the client organization; and</li> <li>• client reference including name, title and telephone number,</li> </ul> <p>PSPC reserves the right to disqualify a Bidder SHOULD the reference information received not confirm the Bidder's Project Manager's experience</p>	
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## 2.0 POINT-RATED CRITERIA

Each Proposal which meets all the mandatory requirements specified above, will be evaluated and scored in accordance with the following point rated evaluation criteria:

Bidders MUST obtain the required minimum of 50% (50 points) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of one hundred (100) points.

<b>BIDDER REQUIREMENTS</b> <b>For all point rated qualifications, 0 projects/experience = 0 points</b>				
No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (A x B)
PR1	<p>Bidder's Experience - Managing Large Move Projects</p> <p>The Bidder MUST have experience in at least two (2) multiple phased move projects. The Bidder SHOULD have experience in move projects involving multiple phased moves including the relocation of commercial furniture and small appliances, and the dismantling, relocating and installing of commercial equipment. Please provide a substantial list of projects (that are similar in size, scope and complexity) completed within the past seven (7) years to substantiate the above.</p> <p>Bidders will be allocated up to ten (10) points as follows:</p>	0-10 points	4.0	0-40 points



	<ul style="list-style-type: none"> <li>• two (2) projects =five (5) points; and</li> <li>• four (4) or more projects =ten (10) points;</li> </ul> <p>A table-style format MUST be used to capture ALL projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"> <li>• name of the project;</li> <li>• summary description of the services provided relative to multiple phased moves including the relocation of commercial furniture, commercial equipment and office furniture;</li> <li>• duration of the project -start and completion dates;</li> <li>• dollar value of the project;</li> <li>• name of the client organization.</li> </ul> <p>Canada may request evidence to confirm the Bidder's experience.</p>			
No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (A x B)
PR2	<p>Bidder's Ability to Respond to Urgent Requirements</p> <p>The Bidder SHOULD describe a situation where they had an urgent requirement that involved the moving and relocating of commercial equipment and/ or furniture with less than one (1) day's notice for major clients (Ie. government or industry). The Bidder SHOULD detail their approach with respect to dealing with an urgent requirement.</p> <ol style="list-style-type: none"> <li>1. The process used to initiate an urgent request by the client (communication plan);</li> <li>2. The company's ability to respond to the urgent request (putting the request into operation);</li> <li>3. The company's contingency plan to ensure the urgent request does not affect the current schedule;</li> <li>4. The company's plan to ensure the urgent request is fulfilled (follow up);</li> </ol> <p>Bidders will be allocated up to ten (10) points as follows:</p> <p>Lacks information limited detail provided. (Score 0)</p>	0-10 points	2.0	0-20 points

	Complete but generates questions. Relevant detail provided. (Score 5)			
	Complete addresses all components and logical. Significant relevant detail provided. (Score 10)			
No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (A x B)
PR3	<p>Bidder's Client Complaint Approach</p> <p>The Bidder SHOULD detail their approach with respect to dealing with and processing a client's complaint. The Bidder's response SHOULD address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. the process to initiate action to resolve the problem;</li> <li>2. communication device(s) used to resolve the problem;</li> <li>3. person (position title) assigned to investigate complaint;</li> <li>4. feedback to client (how, when, what, etc.); and</li> <li>5. process/approach to ensure problem does not re-occur.</li> </ol> <p>Bidders will be allocated up to ten (10) points as follows:</p> <p>Lacks information limited detail provided. (Score 0)</p> <p>Complete but generates questions. Relevant detail provided. (Score 5)</p> <p>Complete addresses all components and logical. Significant relevant detail provided. (Score 10)</p>	0-10 points	2.0	0-20 points
No	Point Rated Criteria	Rating Scale (A)	Weighting (B)	Points (A x B)
PR4	<p>Bidder's Quality Assurance Plan</p> <p>The Bidder SHOULD outline in detail their Quality Assurance Plan and how it will ensure the Federal Government receives quality service. Bidder SHOULD also indicate how it intends to ensure and control the quality of service from its personnel. The</p>	0-10 points	2.0	0-20 points

	<p>Bidder's response SHOULD address as many of the following Assessment Criteria:</p> <ol style="list-style-type: none"> <li>1. describe your Training Practices;</li> <li>2. describe your Hiring Practices;</li> <li>3. outline your Certification Process/Approach for general movers; and</li> <li>4. outline your Vehicle Replacement Plan (i.e. leasing in case a vehicle becomes inoperable during a job).</li> </ol> <p>Bidders will be allocated up to ten (10) points as follows:</p> <p>Lacks information limited detail provided. (Score 0)</p> <p>Complete but generates questions. Relevant detail provided. (Score 5)</p> <p>Complete addresses all components and logical. Significant relevant detail provided. (Score 10)</p>			
			<b>Total Points</b>	

## Annex C

### BASIS OF PAYMENT

It is MANDATORY that bidders submit firm prices/rates for the period of the proposed Contract. This section, when completed, will be considered as the bidder's Financial Offer.

Bidders shall provide pricing as per the unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the bidder's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidder's bid shall be changed to reflect the quantities stated in this document.

The quantities specified are provided for evaluation purposes only.

Rates MUST include ALL costs associated with providing the service in accordance with the Annex A - Statement of Work, attached herein. HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

<b>Pricing Table 1: April 1, 2019 - March 31, 2020</b>					
<b>All-inclusive Firm Unit Pricing, HST Extra</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 Friday, 8:30 am - 5:00 pm)	500	Hour		\$
B	Truck and Working Driver outside regular working hours (Monday through Friday, after 5:00 pm)	100	Hour		\$
C	Truck and Working Driver outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 20 km radius of downtown Sydney, NS	1,000	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 Friday, 8:30 am to 5:00 pm)	2,000	Hour		\$
B	Mover outside regular working hours (Monday through Friday, after 5:00 pm)	220	Hour		\$

C	Movers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	110	Hour		\$
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Friday, 8:30 am to 5:00 pm)	500	Hour		\$
B	Packers outside regular working hours (Monday through Friday, after 5:00 pm)	50	Hour		\$
C	Packers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
<b>Total Cost (exclusive of HST)</b>					\$

<b>Pricing Table 2: April 1, 2020 - March 31, 2021</b> <b>All-inclusive Firm Unit Pricing, HST Extra</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 Friday, 8:30 am - 5:00 pm)	500	Hour		\$
B	Truck and Working Driver outside regular working hours (Monday through Friday, after 5:00 pm)	100	Hour		\$
C	Truck and Working Driver outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 20 km radius of downtown Sydney, NS	1,000	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 Friday, 8:30 am to 5:00 pm)	2,000	Hour		\$
B	Mover outside regular working hours (Monday through Friday, after 5:00 pm)	220	Hour		\$

C	Movers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	110	Hour		\$
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Friday, 8:30 am to 5:00 pm)	500	Hour		\$
B	Packers outside regular working hours (Monday through Friday, after 5:00 pm)	50	Hour		\$
C	Packers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
<b>Total Cost (exclusive of HST)</b>					\$

<b>Pricing Table 3: April 1, 2021 - March 31, 2022</b> <b>All-inclusive Firm Unit Pricing, HST Extra</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 Friday, 8:30 am - 5:00 pm)	500	Hour		\$
B	Truck and Working Driver outside regular working hours (Monday through Friday, after 5:00 pm)	100	Hour		\$
C	Truck and Working Driver outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 20 km radius of downtown Sydney, NS	1,000	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 Friday, 8:30 am to 5:00 pm)	2,000	Hour		\$
B	Mover outside regular working hours (Monday through Friday, after 5:00 pm)	220	Hour		\$

C	Movers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	110	Hour		\$
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Friday, 8:30 am to 5:00 pm)	500	Hour		\$
B	Packers outside regular working hours (Monday through Friday, after 5:00 pm)	50	Hour		\$
C	Packers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
<b>Total Cost (exclusive of HST)</b>					\$

<b>Pricing Table 4: April 1, 2022 - March 31, 2023</b> <b>All-inclusive Firm Unit Pricing, HST Extra</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 Friday, 8:30 am - 5:00 pm)	500	Hour		\$
B	Truck and Working Driver outside regular working hours (Monday through Friday, after 5:00 pm)	100	Hour		\$
C	Truck and Working Driver outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
D	Kilometer rate, CHARGEABLE ONLY when move takes place outside a 20 km radius of downtown Sydney, NS	1,000	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 Friday, 8:30 am to 5:00 pm)	2,000	Hour		\$
B	Mover outside regular working hours (Monday through Friday, after 5:00 pm)	220	Hour		\$

C	Movers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	110	Hour		\$
<b>4. PACKING LABOUR (On-site productive labour, if requested.)</b>					
A	Packers during regular working hours (Monday to Friday, 8:30 am to 5:00 pm)	500	Hour		\$
B	Packers outside regular working hours (Monday through Friday, after 5:00 pm)	50	Hour		\$
C	Packers outside regular working hours: Weekends and holidays (Saturday, Sunday and holidays)	50	Hour		\$
<b>Total Cost (exclusive of HST)</b>					\$

<b>Totals</b>	
Pricing Table 1	\$
Pricing Table 2	\$
Pricing Table 3	\$
Pricing Table 4	\$
<b>Total Bid (exclusive of HST)</b>	\$





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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Fisheries & Oceans		2. Branch or Directorate / Direction générale ou Direction Real Property Safety and Security Gulf Region
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Furniture Movement at the Canadian Coast Guard College.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
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"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No  
Non ☐ Yes  
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ 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>COTÉ 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



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 Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
(Use form DND 626 for contracts for the Department of National Defence)

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐

No - Non

☐

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract

Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A.Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

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

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

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

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

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date