



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

<p>Bid Receiving Canada School of Public Service /Attn: Naomi Gautier Entrance P4 Shipping and Receiving (door beside garage door) with the commissionaire from 9:00 AM to 3:00 PM Asticou Centre 241 Cité-des-jeunes Blvd. Gatineau, QC (Canada) J8Y 6L2</p> <p>Réception des soumissions /Attn: Naomi Gautier École de la fonction publique du Canada Entrée P4 Expédition et Réception (porte à côté de la porte de garage) avec le commissionaire de 9h00 à 15h00 Centre Asticou 241, boul. Cité-des-jeunes Gatineau, QC (Canada) J8Y 6L2</p>
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<p>Date of Solicitation – Date de la demande 2019/10/07</p>
<p>Title – Titre: Relocation Services for the Canada School of Public Service (CSPS) within the National Capital Region (NCR)</p>
<p>Address inquiries to – Adresser toute demande de renseignement à : See Herein Voir ci-dessous</p>
<p>Destination See Herein Voir ci-dessous</p>

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s’appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Solicitation No. - N° de la demande CSPS-RFP-19NG-0640/A	Amendment No. - N° de modification
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Solicitation closes – La demande prend fin : at – à 2 :00 PM EST 14 :00 HNE on – le November 19, 2019 19 novembre 2019	File No. - N° de dossier 2019-0640
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<p>Supplier Name and Address – Nom et adresse du fournisseur</p> <p>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</p>
<p>Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression)</p>
<p>Signature : _____ Date : _____</p>

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form, the Electronic Payment Instruments and any other annexes.

1.2 Summary

- 1.2.1 Canada School of Public Service (CSPS) intends to issue up to one (1) Contract with task authorization (TA) to provide office relocation, warehousing and related services in the National Capital Region (NCR). These services will include, but are not be limited to, the moving of full office suites, office equipment, furniture, workstation systems, files/records, filing cabinets, computer hardware, other various government office related facilities like boardrooms and full kitchens; also include packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move. The requirement is detailed in Annex A- Statement of Work (SOW).

Should a Contract be awarded following this Request for Proposal (RFP), it will be for an initial period of two (2) years with two (2) irrevocable options of one (1) year each.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Resulting Contract Clauses and Annex C- Security Requirements. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (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](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Canada School of Public Service (CSPS) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one (1) hard copy) and one (1) soft copy on a USB key)

Section II: Financial Bid (one (1) hard copy) and one (1) soft copy on a USB key)

Section III: Certifications (one (1) hard copy) and one (1) soft copy on a USB key)

Section IV: Additional Information (one (1) hard copy) and one (1) soft copy on a USB key).

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.

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

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

3.1.1 Bidders must submit their financial bid in accordance with the Annex B - Basis of Payment.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

3.1.5 The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Annex C- Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

MT1. The Bidder must provide the following:

1. full legal name
2. Year of incorporation (if applicable);
3. Supplier's address;
4. Telephone number;
5. fax number (if available); and
6. full description of the supplier's Warehouse Facilities including items such as the following:
 - a. size in square foot;
 - b. address;
 - c. type of security system.

Joint Venture

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an arrangement together on a requirement. Suppliers who submit a bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- a. the name of each member of the joint venture;
- b. the Procurement Business Number of each member of the joint venture;
- c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- d. the name of the joint venture, if applicable.

The bid must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFP and any resulting Contract.

If the information is not clearly provided in the bid, the Supplier must provide the information on request from the Contracting Authority.

MT2. The Bidder must have experience in moving and relocating office equipment and furniture. To demonstrate this experience, the Bidder must provide a summary of at least three (3) projects completed within the last five (5) years. For a project to qualify, it must involve all of the following conditions:

- the relocation of at least five (5) offices;
- the moving of computers, monitors and/or TV's;
- the relocation of workstations contents;
- the moving of office furniture (non-system furniture);
- the relocation of other office furniture including, but not limited to, office equipment, filing cabinets, bookshelves, printers, fax machines, etc.;
- the dismantling and installation of integrated workstations, including but not limited to: Hayworth, Teknion, Steelcase, Corcan, Artopex, Global, etc.;
- involve moves at the municipal, provincial, federal and/or government level;

Each project summary must include the following information:

- name of the project;
- summary description of the services provided that indicates that they meet each of the qualifying conditions above
- duration of the project – start and completion dates;
- number/description of resources assigned to the project;
- dollar value of the project;
- name of the client organization.

4.1.2 Financial Evaluation

Suppliers declared responsive in the Technical Evaluation will be evaluated further based on rates submitted in Annex B - Basis of Payment, Table 1.

Rates submitted in Annex B- Basis of Payment, Table 1 must include the furnishings of all labour, materials, equipment, permit fees and incidental costs necessary or proper for the completion of the work. All costs for fuel surcharge, overhead, overtime, profit, financing, general requirements, contingencies, etc. must be included in the submitted rates.

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

4.1.2.1 Mandatory Financial Criteria

The Supplier must complete Annex B - Basis of Payment , Table 1 for all four (4) years, in Canadian dollars, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded, if applicable.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price as per Annex B - Basis of Payment, Table 2, will be recommended for award of a contract.

4.3 Security Requirements

4.3.1 Before issuance of a Contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Annex C- Security Requirements;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Annex C- Security Requirements;
- c) the Supplier must provide the name and date of birth of all individuals who will require access to classified or protected information, assets or sensitive work sites.

4.3.2 Canada will not delay the issuance of any Contract to allow Bidders to obtain the required clearance.

4.3.3 For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

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 Integrity 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.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

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

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 Statement of Work

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

6.1.1 Task Authorization

The Work 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.

6.1.1.1 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 twenty-four (24) hours 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/charges.

6.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 5,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.1.1.3 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 2% of the maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.1.4 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 fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

the authorized task number or task revision number(s);

a title or a brief description of each authorized task;

the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

the start and completion date for each authorized task; and

the active status of each authorized task, as applicable.

For all authorized tasks:

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

the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirements

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

- 6.3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 6.3.2 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MUST NOT ENTER sites without an escort.
- 6.3.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 6.3.4 The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List (SRCL), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition). (Consult the Canadian Industrial Security Directorate (CISD) (<http://ssi-iss.tpsgcpwgsc.gc.ca/index-eng.html>) web site for more information.)

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive. ***(Will be inserted at contract award)***

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Naomi Gautier
Title: Senior Supply Specialist
Canada School of Public Service
Corporate Services Branch
Address: 241 Cite-des-Jeunes Boulevard, Gatineau, Quebec, J8Y 6L2
Telephone: 873-354-1752
E-mail address: naomi.gautier@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: **(Will be inserted at contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

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

Name: **(Will be inserted at contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants *(If applicable)*

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 Payment

6.7.1 Basis of Payment

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

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.

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

6.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.4 SACC Manual clauses

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

6.7.5 Electronic Payment of Invoices – Contract (if applicable)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

6.7.6 Time Verification

C0711C (2008-05-12), Time Verification

6.8 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, signed by the Project Authority;
- b) a copy of the Task Authorization (TA).

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.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- c) Annex A - Statement of Work;
- d) Annex B - Basis of Payment;
- e) Annex C - Security Requirements Check List;
- f) Annex D - Insurance Requirements;
- g) the signed Task Authorizations (including all of its annexes, if any);
- h) the Contractor's bid dated (***will be inserted at Contract award***).

6.12 Insurance

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract.

Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is

necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A - STATEMENT OF WORK

1. Title

Relocation Services for the Canada School of Public Service (CSPS) within the National Capital Region (NCR).

2. Objective

The Canada School of Public Service's (CSPS or the School) Accommodation Division is seeking the services of a Contractor to carry out office relocation services and warehousing services for moving offices, workspaces, classrooms, in government occupied facilities on an "as and when required" basis within the National Capital Region (NCR).

National Capital Region (NCR) is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec, and surrounding urban and rural communities. The National Capital Region is defined by the National Capital Act, consists of an area of 4,715 square kilometers that straddles the Ottawa River which serves as the boundary between the provinces of Ontario and Quebec.

3. Background

The School is located in three (3) main buildings in the NCR. Office moves and furniture installation occur in all three (3) sites and between other sites within the NCR.

The School's Accommodation division is responsible for addressing health and safety issues that arise in the workplace and may require an immediate response to move, relocate and/or install office related furniture and equipment (i.e. ergonomic furniture, etc.). The School must ensure that moving and installation services are in place to address the on-going accommodation needs of the School's clientele.

The School's Accommodation division is responsible for moving, assembling, disassembling furniture in an office type environment. The group is also responsible for the set-up of classroom furniture. This contract will support the Accommodation division in fulfilling these tasks.

4. Scope

This requirement is for crew supervisors, movers, drivers (movers), vehicles and warehousing to perform relocation and tenant services within and between multiple buildings located within the NCR. The Contractor must provide all the resources, transportation to and from worksites, their instruments, tools, equipment, materials and lifting equipment necessary to perform all tasks properly, efficiently and safely at no additional cost.

The scope of this requirement excludes the service of disconnecting and reconnecting computer workstation such as the following components:

- Monitor,
- Laptop, Computer Tower
- Keyboard,
- Mouse,
- Desktop Printer,
- Lan Cable,
- Phone,
- all wires & power cords, power bars.

5. Tasks

5.1. General Services

The Contractor must provide relocation and installation services including, but not limited to the following:

- Space and workstation re-configurations to meet GCWorkplace where possible;
- Relocation services related to small facilities requests, Ergonomic requests, Health and Safety requests, the relocation of files/documents for the purpose of Shredding etc.;
- Packing and relocation of computers hardware and peripherals and printers, other equipment and machines, shredder machines, multi-functional devices (photocopiers), printers, laminate machines etc. Disassembling or assembling computer workstation systems and other computer-related systems are excluded;
- The relocation of various office accessories includes but are not limited to, overhead shelving, systems panel hung accessories, bookcases, whiteboards, coat racks, etc;
- The relocation of furniture and equipment, which includes but not limited to full office suites, office furniture, workstation systems, office screens/panels and desks, freestanding, systems and non-systems furniture, chairs, tables, filing cabinets, storage cabinets, pedestals, storage towers, boardroom furniture, TV's, equipment, file and record storage systems and units, etc.;
- Moving and installation services related to ergonomic requests, such as setting up ergonomic furniture, adaptive equipment, ergonomic office accessories, etc.;
- Relocation of kitchen equipment and other workplace items such as fridges, microwaves, toasters, kettles etc.;
- installation services such as the intake of surplus, and redeployment of surplus furniture. This will also include but not limited to packing, crating, disassembling, loading, unloading, transporting, unpacking, uncrating, assembling of many different brands of manufactured office furniture and equipment. Disassembling or assembling computer workstation systems and other computer-related systems are excluded;
- The cleanup and garbage disposal at the end of each move or garbage disposal prior to a move;
- Bins/boxes delivery and pick up of empty bins/boxes after each move will also be required;
- The Contractor must use all necessary blanket wrapping, padding, paper, wrapping, boxes, crates, or other appropriate packing materials to prevent breakage, damages of all office furniture and equipment;
- To move laptops or tablets, the Contractor must use computer carts and provide self-seal anti-static bubble bags minimum size of 20" W x 20" L , 3/16" industrial bubble coated with a nylon barrier, 1" pressure-sensitive lip covered with release paper for closing;
- For relocation of flat screens, laptops and tablets, the Contractor must use blanket wrapping and shrink wrapping, and additional protection as necessary;
- Unless specified otherwise by the Project Authority, all file cabinets must be emptied before being moved from one building to another building, or within a building;
- During and after each move the Contractor must be responsible to account for all moving equipment and materials (i.e. plastic bins, moving blanket, dollies, computer cart, etc.). Canada will not compensate for any lost or misplaced moving equipment and materials;
- The Contractor is responsible to assume any permits and/or parking related fees associated with loading/unloading, pickup and deliveries;
- The Contractor must make pre-arrangements with the Project Authority before each loading/unloading, pickup and delivery (i.e. confirm time and location of the deliveries and with what kind/number/size of trucks) and where to park;

-
- At the time of each defined move requested by the Project Authority, prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move;
 - Any damage is to be verified by the Project Authority, prior to the item being moved;
 - In the event of any damage or loss attributed to the Contractor during a move, the Contractor will repair or replace CSPS furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss;
 - The Contractor must be prepared to respond within 24 hours of notice being given;
 - At the time of a requested move, the Contractor must be familiar with all the locations in which the Work is likely to occur, and with various freight handling systems as well in order to assess the docking, loading and unloading facilities; and,
 - The Contractor must provide transportation to and from the work sites, for the Contractors' personnel, their tools, equipment; and also for all related materials and supplies required for the performance of the Work, under any resulting contract at no additional cost for transportation to CSPS site.

5.2. Warehousing Services

- Provide approximately 60 square meter (646 square foot) of warehouse space, in the National Capital Region, for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage;
- Create, provide and maintain a computerized inventory of all material, equipment and furniture stored;
- Identify the total amount of square meter/square foot of actual materiel warehoused;
- Provide all warehouse handling, including loading and unloading from trucks at warehouse dock;
- Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods;
- At the time of each defined move requested by the Project Authority, prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move;
- Any damage is to be verified by the Project Authority, prior to the item being moved;
- In the event of any damage or loss attributed to the Contractor during a move and warehousing operation, the Contractor will repair or replace CSPS furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss;
- Provide inventory reports within twenty-four (24) hours when requested by the Project Authority;
- All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused, on commercial racking, for easy access;
- The Contractor is expected to deliver from the warehouse to CSPS work sites small amounts of goods within two (2) hours' notice and within twenty-four (24) hours for larger orders. The same time frames apply for components being returned to the warehouse for storage; and,
- CSPS representative will be granted access to warehouse facilities, at all times.

5.3. Staff Requirements

Personnel, including drivers, assigned to this work must be movers, packers and installers. They must:

- possess the knowledge related to sequential packing, assembly and dismantling of storage and system units, and the installation of integrated workstations of various

brands, including but not limited to: Teknion, Haworth, Corcan and various freestanding furniture manufacturers;

- be able to read and interpret furniture installation plans and design layouts;
- display the Contractor's name or logo on their outer garment(s) for identification purposes;
- carry around a personal identity card (with their name and photo) from the Contractor's company with them at all time and show it whenever they are asked to do so at any move location;
- have client orientation and interpersonal skills;
- be able to work well with others, to dress properly for work;
- possess good communication skills and be reliable;
- wear clothes appropriate for the environment as well as have personal suitability;
- use appropriate language and adapt to working conditions on job site (reasonable voice level)
- be neat in appearance in accordance with the Canada Occupational Safety and Health Regulations; and,
- be casual clean and must wear safety steel toe work boots having green tag label at all times during work hours.

Each move, regardless of how big or small, requires a crew supervisor. The crew supervisor must have the following minimum work experience:

- experience in moving and relocating office equipment and furniture;
- experience in installing, assembling and disassembling office furniture;
- experience in sequential (i.e. succeeding or following in order) packing, moving and unpacking of records, and in relocation of records storage shelving units.

5.4. Equipment, Resources and Tool Kits

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

Example of what could be required, but not limited to the following:

- boxes and/or plastic moving bins in sufficient numbers to cover each move;
- four (4) wheel padded dollies;
- heavy duty lift (for safes and secure cabinets)
- screen carts;
- electronic/computer carts;
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- shrink wrap;
- dollies;
- clean blankets/furniture pads.

Example of a suitable mover's tool kit:

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- long needle nose pliers;
- vice grips;
- side cutters;
- metric and imperial wrenches (complete sets);
- rubber and Ball-peen hammers;

-
- cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged batteries;
 - metric and Imperial Allen keys (complete sets); and
 - 100-foot measuring tape.

Additional tools may be required, depending on the requirement. CSPS will not be responsible for any loss or damage to the Contractor's equipment and/or tools left on site.

5.5. Vehicles

The Contractor is required to:

- provide up to two (2) cube vans, one (1) tractor trailer and two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard, as required;
- have access to additional one (1) cube van and one (1) truck with the same GVWR of 6,800 kg, with or without hydraulic tail gates, and with sufficient clean furniture pads in each truck and a wallboard, as required;
- be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates;
- have readily available back-up vehicles in case of breakdown at no additional cost to CSPS;
- ensure that all vehicles are clean and in good working order; and,
- ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.

6. Hours of work

Contractor must be able to provide services on an as and when requested basis as specified in each Task Authorization (TA). The Contractor could be called on to provide the services seven (7) days a week between the hours of 07:00 am and 07:30 pm. Most work will be performed from 07:00 am to 07:30 pm, Monday to Friday.

Availability and Deadlines:

The CSPS Project Authority must be able to reach the Contractor by email and telephone without delay, during normal business hours, Monday to Friday, from 07:00 am to 05:00 pm, with the exception of holidays.

The Project Authority must be able to reach the Contractor by email or telephone outside of normal business hours in the evening and on weekends and holidays.

The minimum working period will be three hours. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.

7. Tasks Authorizations

The work is to be carried out as described in the Task Authorizations (TA). The Contractor may be required, but will not be limited to, relocations within buildings and between buildings.

Tasks may include any or all of the following, based on the type, size and complexity of service that is required per project:

- Relocation of furniture/equipment, office accessories and boxed items from one location to another within the same building;
- Relocation of furniture/equipment, office accessories and boxed items from one building to another;
- Dismantle and reassembly of furniture/equipment and office accessories;
- Access to a storage facility, minimum 60 square meter (645 square foot).
- Provision of post move services such as removal of empty moving boxes/bins and debris at the completion of a move or installation;
- Provide all warehouse handling, including loading and unloading from trucks at warehouse dock;
- The Contractor must provide the quote within 24 hours of notice being given for each move/project request;
- deliver bins, boxes and other moving supplies with move schedule to site one (1) week prior to the move or as requested in the TA;
- As stipulated in the TA, the Contractor must remove all emptied bins, boxes and left over moving supplies from site and provide the next move schedule;
- Disconnecting, packing and preparing to transport (dolly-up) and moving to new location. Disassembling or assembling computer workstation systems and other computer-related systems are excluded;
- All items must be padded, packed and protected and loaded onto equipment carts and moved to new location;
- Relocating all labelled packed boxes and plastic moving bins;
- Relocating all labelled furniture pieces, filing cabinets, safes and seating that are being removed from the building;
- Securing load and transport to destination under the direction of the client representative;
- Once onsite, the Contractor must utilize loading dock facilities to transport items into building and to the designated floor as directed by the client representative. All furniture and packed items must be placed in such a manner that does not impede access to workstations and/or corridor areas. All furniture must be assembled/built and installed as directed by the Project Authority;
- Once all moving and reconnecting is complete, all equipment and tools must be removed from the floor area and the site must be cleaned of any leftover parts and pieces and/or damaged furniture and packaging garbage;
- The Contractor is responsible to keep the area safe and clean at all times.
- If indicated in the TA, once the move is completed, the crew supervisor will arrive onsite with a two man crew and meet with the Project Authority. The Contractor must be prepared with tools and dollies to possibly move furniture, file cabinets, seating and make minor changes, repairs and/or additions post-move. This may also include: mounting whiteboards, corkboards, artwork and miscellaneous items as directed. Disassembling or assembling computer workstation systems and other computer-related systems are excluded;

8. Constraints

- The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed;
- The Contractor must provide transportation to and from the work sites, for the Contractors' personnel, their tools, equipment; and also for all related materials and supplies required for the performance of the Work, under any resulting contract at no additional cost;
- In the event of any damage or loss attributed to the Contractor during a move, the Contractor must repair or replace CSPS's furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss;
- Requirements may change, and moves may be added or removed. There is no guarantee that all the Work described herein, will ultimately be undertaken through the Contract;
- Working conditions: The storage at Asticou Centre is located underground in a restrictive crawl space;
- The Contractor employees must adhere to all emergency, fire safety, and security regulations in the buildings as well as wearing proper equipment for the work;
- The Contractor employees must not block any fire exit corridor, exit door, elevator, lobby, or hallway with any materials;
- While performing services, the Contractor employees must not engage in the following activities, including but not limited to:
 - Smoke in CSPS facilities;
 - Damage Crown property of any type;
 - Arrive at the work site under the influence of illegal drugs or alcohol;
 - Consume alcoholic beverage on the job;
 - Use unprofessional manners and/or offensive languages of any type;
 - Use unassigned washrooms without permission;
 - Use government telephones without prior approval of CSPS;
 - Engage in prolonged discussions or arguments regarding the job;
 - Perform any work not specified in the TA without approval of client;
 - Request or accept any articles or currency as a gratuity for the work performed under the Contract.

9. Security

All Contractor employees must be security cleared at the Reliability status. At least 24 hours before each project, the Contractor must send by email to CSPS Security Team and Project Authority the list of all employees that will be working on site to verify their Security Clearance. Employees not cleared will not be granted access to the site.

Contractor employees are required to carry around a personal identity card (with their name and photo) from the Contractor's company with them at all time and show it whenever they are asked to do so at any move location.

10. Property of the Canada School of Public Service

During work, the Contractor must keep the work site clean and free of trash and debris. Place volatile waste in covered metal containers and empty them daily. Debris accumulation on work sites is unacceptable.

After each job, the Contractor must ensure to leave the work site clean and free of trash, debris, materials, tools and equipment. The Contractor must ensure to leave the work area at the Project Authority's satisfaction.

11. Schedule

Schedules, delivery dates and timelines will be determined and provided by the CSPS Project Authority in writing to the Contractor via a TA form, on a project-by-project basis.

12. Client Support

The Project Authority identified in the Task Authorization will provide access to CSPS's facilities and will provide other assistance and/or support, as needed (e.x. floor plans). The Project Authority identified in the TA will be available to answer any questions at any moment and throughout the scheduled work.

The CSPS Project Authority will sign all worksheets indicating number of hours worked by employees.

13. Location of Work, Work site and Delivery Point

- The majority of the work will take place within or between federal buildings listed in Annex A, Appendix 1.
- Work may also be required at additional sites within the NCR.
- The terms of access to the site will be set out by the CSPS's representative.
- Access to the site will be subject to the regulations in force, depending on the building.
- The Contractor undertakes and agrees to comply with all regulation in force on the locations where work will be performed.

14. Language of Work

Provide bilingual crew supervisor for the services associated with the contract in both official languages (English and French). It is the responsibility of the contractor to assess the linguistic capabilities of its personnel.

ANNEX A, APPENDIX 1 - LIST OF BUILDINGS

The list of buildings can be changed at any time and is for information purposes only.

Canada School of Public Service

LaSalle Academy
373 Sussex Drive Ottawa, Ontario
Loading dock access on St Andrews Street.

Canada School of Public Service

Asticou Campus
241 Cité des Jeunes Boulevard, Gatineau, Quebec J8Y 6L2
Loading dock access through Parking lot #P5

John G. Diefenbaker building

111 Sussex, Ontario
Loading dock access from parking garage

ANNEX B - BASIS OF PAYMENT

Proposed firm price is to be expressed in Canadian Dollar, GST, HST extra (if applicable). A breakdown of the firm price must be included. The following table must be used. Rates submitted must include the furnishings of all labour, materials, equipment, permit fees and incidental costs necessary or proper for the completion of the work. All costs for fuel surcharge, overhead, overtime, profit, financing, general requirements, contingencies, etc. must be included in the submitted rates.

The minimum task authorization period will be three hours. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.

Table 1: Rates and Prices

Item #	Service Item	Initial Contract Period Year 1	Initial Contract Period Year 2	Option Period 1	Option Period 2
		A	B	C	D
A. Labour Category (7 days per week)					
1	Crew Supervisor	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
2	General Movers (including Drivers)	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
3	Installers	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
B. Vehicles – including material, blankets, fuel, etc. but excluding driver (7 days per week)					
4	Cube Van	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
5	Tractor Trailer	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
6	Truck with a minimum GVWR of 6,800 kg, closed-in box type without hydraulic tail gate	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
7	Trucks with a minimum GVWR of 6,800 kg, closed-in box type with hydraulic tail gate	\$_____ per hour	\$_____ per hour	\$_____ per hour	\$_____ per hour
C. Warehousing					
8	Warehouse storage and all related services, strictly on the amount of square foot of goods warehoused	\$_____ per square foot, per day	\$_____ per square foot, per day	\$_____ per square foot, per day	\$_____ per square foot, per day
D. Packing Materials and Supplies					
9	Cardboard Boxes (2.2 cu ft capacity), including labels and tape	\$_____ per box	\$_____ per box	\$_____ per box	\$_____ per box
10	Plastic Bins (minimum dimensions 25" x 16" x 12" / 2.7 cubic feet) with lids, labels and security ties. One week minimum.	\$_____ per bin, per week	\$_____ per bin, per week	\$_____ per bin, per week	\$_____ per bin, per week

Table 2: Bid Evaluation (will be deleted at Contract award)

Item #	Service Item	Rates/Prices submitted for 4 years AA= Table 1, Column A+B+C+D for each Item	Estimated yearly usage	Total estimated price
		AA		
A. Labour Category (7 days per week)				
1	Crew Supervisor	\$	90 hours	\$
2	General Movers (including Drivers)	\$	90 hours	\$
3	Installers	\$	90 hours	\$
B. Vehicles – including material, blankets, fuel, etc. but excluding driver (7 days per week)				
4	Cube Van	\$	37.5 hours	\$
5	Tractor Trailer	\$	37.5 hours	\$
6	Truck with a minimum GVWR of 6,800 kg, closed-in box type without hydraulic tail gate	\$	37.5 hours	\$
7	Trucks with a minimum GVWR of 6,800 kg, closed-in box type with hydraulic tail gate	\$	90 hours	\$
C. Warehousing				
8	Warehouse storage and all related services, strictly on the amount of square foot of goods warehoused	\$	100 sq. ft, 10 days	\$
D. Packing Materials and Supplies				
9	Cardboard Boxes (2.2 cu ft capacity), including labels and tape	\$	2,000	\$
10	Plastic Bins (minimum dimensions 25" x 16" x 12" / 2.7 cubic feet) with lids, labels and security ties. One week minimum.	\$	2 weeks	\$
Total Estimated Price for Evaluation Purposes Only				\$

ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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		2. Branch or Directorate / Direction générale ou Direction
Canada School of Public Service		Corporate Services Branch
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 Contract for moving services.		
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 checked="" type="checkbox"/> No / Non <input 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 checked="" 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 checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : _____

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : _____
Document Number / Numéro du document : _____

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

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

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

Special comments:
Commentaires spéciaux : Contractors must be escorted at all times while on CSPS premises if they do not hold a valid clearance

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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Government of Canada
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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	<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 « Classification de sécurité » au haut et au bas du formulaire.

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

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

ANNEX D - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in 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 Canada School of Public Service.
 - 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 Insured: 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 Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o) Litigation Rights: Pursuant to 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 acknowledgment of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

All Risk Property Insurance

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

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b) Loss Payee: Canada as its interest may appear or as it may direct.
 - c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Canada School of Public Service who issued the Contract document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Warehouseman's Legal Liability Insurance

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:

-
- a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c) Loss Payee: Canada as its interest may appear or it may direct.
 - d) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Canada School of Public Service who issued the Contract document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

All Risk in Transit Insurance

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

Automobile Liability Insurance

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

Additional Insurance

Notwithstanding the Contractor's requirement to maintain insurance pursuant to Annex D, the Contracting Authority hereby reserves the right to make a special declaration for goods whose value exceeds the Contractor's limit of insurance coverage. Upon such a declaration, the Contractor must provide a separate estimate and indicate the amount in the Task Authorization. The Canada School of Public Service must be responsible for the additional premium.

ANNEX E - TASK AUTHORIZATION FORM (EXAMPLE)

TASK AUTHORIZATION / AUTORISATION DE TÂCHES				
Contractor/entrepreneur:				Contract #/No de Contrat:
Requisition #/ Demande d'achat No:				Financial Coding/ codage financier:
TA # /No de AT:				Date:
TA Request / Demande d'AT				
1. Description of Work to be Performed/ Description du travail <i>The Work to be performed is in accordance with Annex A (Statement of Work) of the contract./ Les travaux à exécuter sont conformes à l'annexe A (Énoncé des travaux) du contrat.</i>				
2. Period of Services estimated/ Durée estimative des services:		From /de (Date):		To /à (Date):
3. Work Location/ Lieux		NCR /RCN		
4. Travel Requirements/ Voyagement		<input type="checkbox"/> Yes/Oui <input type="checkbox"/> No/Non Specify/Préciser:		
5. Language Requirements/ Langue		<input type="checkbox"/> English/Angais <input type="checkbox"/> French/Français		
6. Other Conditions or Restraints / Autres conditions ou restrictions		As per the contract / Selon le contrat		
7. TA Proposal / AT Proposition		Estimated Cost/ coût estimé		
TA Proposal/ AT proposition				
8. Estimated Cost TA/ Coût du AT estimé				
Resource Category / Catégorie de ressource	Estimated # of Resource / Nb estimative de ressources	All Inclusive Firm Rate/ Taux ferme tout inclus	Estimated # of Hours / Nb d'heures estimatives	Estimated Cost / Coût estimatif
Crew Supervisor / Chef d'équipe		\$ /hr		\$
General Movers (including driver)/ Déménageurs (incluant le chauffeur)		\$ /hr		\$
Installers / Installateur		\$ /hr		\$
Cube Van /Camion-cube		\$ /hr		\$
Tractor Trailer / Tracteur semi-remorque		\$ /hr		\$
Truck, min. GVWR of 6,800 kg, closed-in box type, without hydraulic tail gate / Camion à caisse fermée sans hayon hydraulique (PNBV 6800 kg minimum)		\$ /hr		\$
Truck, min. GVWR of 6,800 kg, closed-in box type with hydraulic tail gate / Camion à caisse fermée avec hayon hydraulique (PNBV 6800 kg minimum)		\$ /hr		\$
Storage and all related services, strictly on the amount of square foot of goods warehoused/ Stockage, tous les services connexes strictement sur la quantité de pieds carrés de biens entreposés		\$ /ft ²		\$
Cardboard Boxes (2.2 cu ft capacity), including labels and Tape/ Boîtes de carton (capacité de 2,2 pi ³), y compris les étiquettes et le ruban		\$ /bx		\$
Plastic Bins (minimum dimensions 25" x 16" x 12" / 2.7 cubic feet) with lids, labels and security ties. One week minimum./ Caisses de plastique (dimension minimum 25 po X 16 po X 12 po / 2.7 pied cube) avec couvercle, étiquette et attache de sécurité. Prix par semaine		\$		\$

Sub-total (excluding tax)/ Sous total (excluant les taxes)		\$
GST		\$
HST		\$
Total Must Not Exceed/ Total ne doit pas dépasser		\$
TA Approval /AT approbation		
9. Signing Authorities / Délégués autorisés		
Contractor's Representative (sign & print) / Représentant de l'entrepreneur (signer et lettres moulées):	Organization Name / Entreprise:	Date :
Project Authority (sign & print) /Autorité de projet (signer et lettres moulées):	CSPS /EFPC	Date :
For TA's above \$5,000.00 taxes included / Pour les TA de valeur supérieure à 5 000.00\$ incluant les taxes		
Contracting Authority (sign & print) / Autorité contractante (signer et lettres moulées))	CSPS /EFPC	Date :

ANNEX F - ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);