



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB E3C 2M6

Email - courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Office Relocation, Furniture Installation, and Tenant Accommodation Support		Date October 7, 2019
Solicitation No. – N° de l'invitation F5211-190332		
Client Reference No. - No. de référence du client FP961-190009		
Solicitation Closes – L'invitation prend fin At / à : 14:00 Atlantic Standard Time/Heure normale de l'Atlantique On / le : November 18, 2019		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Jamey Guerrero, Senior Contracting Officer Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Colombia Free Trade Agreement (CCoIFTA), the Comprehensive Economic and Trade Agreement (CETA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), the North America Free Trade Agreement (NAFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Ukraine Free Trade Agreement (CUFTA), and the World Trade Organization-Government Procurement Agreement (WTO-GPA).



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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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.

2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) 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 DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 14 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.

2.4 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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (One soft copy in PDF format)

Section II: Financial Bid (One soft copy in PDF format)

Section III: Certifications (One soft copy in PDF format)

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 – Pricing Schedule.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Section 5.2.3.6 Electronic Payment Instruments, to identify which ones are accepted.

If Section 5.2.3.6 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.

3.1.2 Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation



Section III: Certifications

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



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed per-diem rate for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Initial Contract Period – Date of contract award to October 31, 2020

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	Estimated Hours	Extended Estimated Cost	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$_____	2,000	\$_____
		Installation Crew Supervisor	\$_____	800	\$_____
		Installation Crew Helper(s)	\$_____	2,200	\$_____
		Cube Van with Driver	\$_____	100	\$_____
		Five-ton Truck with Driver	\$_____	100	\$_____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$_____	100	\$_____
		Installation Crew Helper(s)	\$_____	300	\$_____
		Cube Van with Driver	\$_____	50	\$_____
		Five-ton Truck with Driver	\$_____	50	\$_____
Subtotal for Initial Contract Period (ICP)				\$_____	



Option Period 1 – November 1, 2020 to October 31, 2021

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	Estimated Hours	Extended Estimated Cost	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____	2,000	\$ _____
		Installation Crew Supervisor	\$ _____	800	\$ _____
		Installation Crew Helper(s)	\$ _____	2,200	\$ _____
		Cube Van with Driver	\$ _____	100	\$ _____
		Five-ton Truck with Driver	\$ _____	100	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____	100	\$ _____
		Installation Crew Helper(s)	\$ _____	300	\$ _____
		Cube Van with Driver	\$ _____	50	\$ _____
		Five-ton Truck with Driver	\$ _____	50	\$ _____
Subtotal for Optional Period 1 (OP1)				\$ _____	

Option Period 2 – November 1, 2021 to October 31, 2022

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	Estimated Hours	Extended Estimated Cost	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____	2,000	\$ _____
		Installation Crew Supervisor	\$ _____	800	\$ _____
		Installation Crew Helper(s)	\$ _____	2,200	\$ _____
		Cube Van with Driver	\$ _____	100	\$ _____
		Five-ton Truck with Driver	\$ _____	100	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____	100	\$ _____
		Installation Crew Helper(s)	\$ _____	300	\$ _____
		Cube Van with Driver	\$ _____	50	\$ _____
		Five-ton Truck with Driver	\$ _____	50	\$ _____
Subtotal for Optional Period 2 (OP2)				\$ _____	

Option Period 3 – November 1, 2022 to October 31, 2023

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	Estimated Hours	Extended Estimated Cost	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____	2,000	\$ _____
		Installation Crew Supervisor	\$ _____	800	\$ _____
		Installation Crew Helper(s)	\$ _____	2,200	\$ _____
		Cube Van with Driver	\$ _____	100	\$ _____
		Five-ton Truck with Driver	\$ _____	100	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____	100	\$ _____
		Installation Crew Helper(s)	\$ _____	300	\$ _____
		Cube Van with Driver	\$ _____	50	\$ _____
		Five-ton Truck with Driver	\$ _____	50	\$ _____
Subtotal for Optional Period 3 (OP3)				\$ _____	



Evaluated Price	
Subtotal for Initial Contract Period (ICP)	\$ _____
Subtotal for Optional Period 1 (OP1)	\$ _____
Subtotal for Optional Period 2 (OP2)	\$ _____
Subtotal for Optional Period 3 (OP3)	\$ _____
Total Evaluated Price (Exclusive of Taxes)	\$ _____



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

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

It is mandatory that the following information be provided by the Supplier:

The Bidder must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

Proposals submitted for this requirement **must clearly demonstrate** that the Bidder meets all of the Mandatory Criteria. Failure to demonstrate this will result in the Proposal being deemed NON-COMPLIANT and given no further consideration.

Bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2013 to December 2013; project 2 timeframe is October 2013 to January 2014; the total months of experience for these two project references are seven (7) months.

Corporate Criteria		
No.	Mandatory Requirement	Proposal Cross-reference Page
CM1	The Bidder must provide proof of Commercial General Liability Insurance. A scanned copy of the certificate of insurance must be included as part of the Technical Bid.	
CM2	The Bidder must provide proof of Workers Compensation Insurance. A statement of good standing or clearance certificate from the Workplace Safety and Insurance Board of Ontario must be included as part of the Technical Bid.	
CM3	The Bidder must identify at least four (4) Resources as the Daily Installers. CVs for those identified as Daily Resources must be provided for each person. CVs must include the following to demonstrate compliancy: <ul style="list-style-type: none"> • Name of employer or project organization authority; • Duration of employment / Project (Month and year); • Description of the activities performed by the Resource; 	



	<ul style="list-style-type: none"> Names and series of furniture systems worked on (ie. CorCan, Global, Haworth, Teknion) 	
CM4	<p>The Bidder must identify at least one (1) Resource as a Crew Supervisor</p> <p>CVs for those identified as Crew Supervisors must be provided for each person. CVs must include the following the demonstrate compliancy:</p> <ul style="list-style-type: none"> Name of employer or project organization authority; Duration of employment / Project (Month and year); Description of the activities performed by the Resource; Names and series of furniture systems worked on (ie. CorCan, Global, Haworth, Teknion) 	
CM5	<p>The Bidder must fill out and submit the Personnel Identification Form at Attachment 1 to Part 5 with all of its Proposed Resources: Daily Installers, Crew Supervisors, and Installation Helpers in its Technical Bid.</p>	

Personnel Criteria – Daily Installers		
No.	Mandatory Requirement	Proposal Cross-reference Page
P1M1	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in installing, disassembling, and/or moving the following furniture systems:</p> <ul style="list-style-type: none"> - CorCan; - Global; - Haworth; and/or - Teknion. <p>Recent is defined as within 36 months of the bid closing date.</p>	
P1M2	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in installing, assembling, disassembling officer furniture.</p> <p>Recent is defined as within 36 months of the bid closing date.</p>	
P1M3	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in moving furniture, boxes, IT equipment, monitors, etc.</p> <p>Recent is defined as within 36 months of the bid closing date.</p>	
P1M4	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in hanging pictures, whiteboards, flat screen televisions, and other office installations.</p> <p>Recent is defined as within 36 months of the bid closing date.</p>	
P1M5	<p>All Proposed Resources identified as a Daily Installer must have either:</p> <ol style="list-style-type: none"> SECRET Security Clearance at the time of bid closing. The Security Clearance level will be verified by DFO at the time of bid closing; OR In the process of applying for SECRET Security Clearance. A copy of a receipt email or document 	



	confirming that the SECRET clearance application from Public Service and Procurement Canada (PSPC) must be included in the Technical Bid.	
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Personnel Criteria – Crew Supervisors		
No.	Mandatory Requirement	Proposal Cross-reference Page
P2M1	All Proposed Resources identified as a Crew Supervisor must have 12 months experience in installing, disassembling, and/or moving the following furniture systems: <ul style="list-style-type: none"> - CorCan; - Global; - Haworth; and/or - Teknion. <p>Recent is defined as within 36 months of the bid closing date.</p>	
P2M2	All Proposed Resources identified as a Crew Supervisor must have 12 months experience in installing, assembling, disassembling officer furniture. Recent is defined as within 36 months of the bid closing date.	
P2M3	All Proposed Resources identified as a Crew Supervisor must have 12 months experience in moving furniture, boxes, IT equipment, monitors, etc. Recent is defined as within 36 months of the bid closing date.	
P2M4	All Proposed Resources identified as a Crew Supervisor must have 12 months experience in hanging pictures, whiteboards, flat screen televisions, and other office installations. Recent is defined as within 36 months of the bid closing date.	

4.1.1.2 Rated Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

No.	Technical Criteria	Point Breakdown	Evaluated Score	Proposal Cross-reference Page
R1	The Proposed Daily Installers already have SECRET Security Clearance at the time of bid closing. Clearance will be verified by DFO at the time of Bid Closing	Five (5) points will be awarded for each proposed Daily Installer that already has SECRET Security Clearance at the time of bid closing. A maximum of 25 points will be awarded. One (1) point will be awarded if no Proposed Resource already has	/25	



		SECRET Security Clearance.		
		Total Score	/25	

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of one (1) point overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 25 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-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 Required with the Bid

5.2.3.1 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of resources

5.2.3.2 Education and Experience

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

5.2.3.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.2.3.4 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.3.5 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.



5.2.3.6 Electronic Payment Instruments

The Bidder accepts any of the following Electronic Payment Instrument(s):

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

5.2.3.7 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.

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



**ATTACHMENT 1 TO PART 5
PERSONNEL IDENTIFICATION FORM (PIF)**

Contract / file number: F5211-190332

PROJECT TITLE: Office Relocation, Furniture Installation, and Tenant Accommodation Support

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory (Bidder) : _____

Date: _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C
 - b) *Industrial Security Manual* (Latest Edition).
5. To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at Security.XNCR@dfo-mpo.gc.ca or at 613-993-3131 phone.
6. In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as Attachment 1 to Part 5, providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from November 1, 2019 to October 31, 2020 inclusive.



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 three (3) additional one-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 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: Jamey Guerrero
 Title: A/Team Lead, Contracting Services
 Department: Department of Fisheries and Oceans
 Directorate: Materiel and Procurement Services
 Address: 301 Bishop Drive, Fredericton, NB, E3C 2M6

 Telephone: 506-461-8547
 Facsimile: 506-452-3676
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

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

6.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: _____
 Facsimile: _____
 E-mail address: _____

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

6.5.3 Contractor's Representative (to be inserted at contract award)



The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B to a limitation of expenditure of \$_____ (*to be inserted at Contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (*to be inserted at contract award*) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment



6.7.4 Electronic Payment of Invoices – Contract

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

CC: AP Coder: _____ (to be inserted at Contract award)

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 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be inserted at Contract award)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the



option of raising issues or concerns regarding the solicitation, or the award resulting from it,. With the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance G1005C (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14 SACC Manual Clauses

SACC *Manual* clause [A3015C](#) (2014-06-26), Certifications – Contract
SACC *Manual* clause [A9068C](#) (2010-01-11), Government Site Regulations
SACC *Manual* clause [B9028C](#) (2007-05-25), Access to Facilities and Equipment



ANNEX "A" STATEMENT OF WORK

1.0 Scope

1.1 Title:

Provision of Services for Office Relocation, Furniture Installation, and Tenant Accommodation Support

1.2 Summary

The Human Resources and Corporate Services Branch (HRCS), on behalf of the Department of Fisheries and Oceans and Coast Guard (DFO-Coast Guard), has a requirement for the provision of relocation services of office equipment and furniture, furniture installation, and general accommodation support. These services include the installation and reconfiguration of panel systems. The work will be requested by an email request detailing the job requirements and may include requests during the day, evening, overnight or weekends.

1.3 Background, Assumptions and Specific Scope of the Requirement

One of the key roles for the National Capital Region (NCR) Real Property Environmental Management (RPEM) is to offer on-going accommodation support to DFO-Coast Guard employees in a number of buildings within the NCR. Small moves and minor reconfigurations are typically done during normal working hours while larger projects are typically completed during evenings and weekends.

Furthermore, DFO-Coast Guard may require support to complete some larger internal moves/reconfiguration projects throughout the contract period. The personnel are to accomplish various tasks servicing all DFO-Coast Guard employees in the NCR. This work may be requested for any time during the week, day or night, weekday or weekends and consists of completing tasks associated to briefcase moves, regular moves and office case good relocation as well as installing televisions, white boards, etc.

1.4 Objectives of the Requirement

To maintain an efficient level of accommodation services and to ensure a safe, accessible and functional work environment by providing on-site services on an "***as-and-when is required***" basis. This service must be provided directly and strictly to DFO-Coast Guard at 200 Kent Street, 200 Elgin Street, and 300 Laurier Avenue.

1.5 Resources Requirement

Work Requests will be provided by the Facilities Management representative via a Task Request form.

Personnel assigned to this work must be movers and installers. They must possess the skills related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations.

Personnel must be able to read and interpret screen and floor plans and also furniture layouts.

Personnel shall have client orientation and interpersonal skills; they shall be able to work well with others, to dress properly for work, possess good communication skills and be reliable.



Since the work to be performed is considered a front line function, all personnel performing the Work shall:

- wear clothes appropriate for the environment as well as have personal suitability.
- be neat in appearance;
- adhere to dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours); as required, and in accordance with the Canada Occupational Safety and Health Regulations.

Any person assigned to be the driver/mover must be able to work as both the driver of the moving vehicle as well as a mover.

Personnel Requirements:

- Daily Installer

One (1) Daily Installer will be posted at 200 Kent Street Monday to Friday between 08:00 and 16:00. The Daily Installer is responsible for completing the small moves, reconfigurations and daily tasks submitted through daily task requests at 200 Kent Street, 200 Elgin Street, and 300 Laurier Avenue as required. The Daily Installer must have a cell phone provided by their company in order to be reachable throughout the daily working hours.

Multiple Resources may be named as the Daily Installer and be posted on a rotational basis at the Contractor's discretion. The same resource does not have to be the same person each work day.

Resources identified as a Daily Installer must hold a valid Secret security clearance.

- Installation Crews

When requested, the Contractor will be responsible for providing sufficient Resources for tasks to complete the work within the required time frame described in the work request.

Each move or reconfiguration, regardless of how big or small, requires a crew supervisor and moving personnel that are knowledgeable in the disconnecting and reconnecting of desktop and laptop computer equipment.

All resources as part of the Installation Crew must have Reliability security clearance.

Tools and Other Resources:

The Contractor must provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at his own costs.

Example of Required Tools for the Daily Installer (This list is not all exhaustive):

- 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, claw and Ball Peen hammers;
- Cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits, metal and wood



- drill bits and hole saws) with extra recharged batteries;
- Metric and Imperial Allen keys (complete sets);
- 100-foot measuring tape
- 2' and 4' levels
- Assortment of fasteners, wall plugs and picture hangers.

Required items for moves and reconfigurations (This list is not all exhaustive):

- 4-wheel padded dollies;
- screen carts;
- electronic/computer carts;
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- shrink wrap;
- dollies;
- blankets/furniture pads.

Example of suitable mover's tool kit (This list is not all exhaustive):

- 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);
- 100-foot measuring tape.

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

Vehicles:

The Contractor, under its discretion, is responsible for providing a vehicle suitable for each project. It is expected that the Contractor will not use a vehicle larger for what is required. The largest vehicle that DFO's loading docks can accommodate is a five-ton truck.

The Contractor must provide sufficient clean furniture pads in each truck and wallboard as required.

The contractor must ensure that all vehicles are clean and in good working order.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Relocation services include, but are not limited to, the moving of office furniture, workstation systems, office equipment, filing cabinets, IT equipment, monitors, boxes, and providing general accommodation supports. The Contractor's task encompass assembling and disassembling furniture, loading and unloading material, plus cleaning up the affected area at the end of each job/move.

Contractor activities/responsibilities:



- At the time of a defined job/move and when requested by the client, the contractor must identify any damaged furniture and items prior to the item being moved/repaired/installed. Any damage will be verified by the RPEM Project Officer.
- In the event of any damage or loss attributed to the Contractor during a job/move, the Contractor must repair or replace DFO-Coast Guard furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification by Canada of such damage, loss or if work is found to be unsatisfactory, it must be corrected at no additional cost to DFO-Coast Guard.
- All work must be provided strictly in accordance with the “Hours of Work” condition specified in the time frames specified on each individual Task Request. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the RPEM Project Officer.
- The Contractor must supply the required personnel to complete the work identified in a timely and efficient fashion.
- Contractor and all crew must be able to understand architectural and furniture floor plans.

2.2 Specifications and Standards

The type of work to be done during working hours consists of small, medium and large office moves and furniture systems installations and reconfigurations. These systems are primarily, but not limited to, Corcan “eSpace”, Global “Boulevard”, Teknion “TOS”, and Haworth “Places”. Work also encompasses general accommodations support responsibilities such as deliveries of boxes/labels, room set-ups, surplus removal, servicing of defective/locked cabinets, pulling and returning of parts to and from DFO/CCG storage, installing whiteboards and monitors etc.

Moves can be described as follows:

Small Moves: 1 to 10 briefcase moves with limited reconfiguration such as moving several panels or removing a work surface.

Medium moves: 11 to 25 briefcase moves with moderate workstation reconfiguration such as changing the orientation of workstation(s) and/or removing or changing panels and work surfaces

Large moves: 26 briefcase moves and up with workstation reconfiguration as per drawings provided when applicable. In this case, drawings will be provided for all reconfiguration work.

2.3 Technical, Operational and Organizational Environment

All duties and tasks are to be performed in government office facilities including the basement storage areas and loading docks within these facilities. Usage of the freight elevator is mandatory when equipment, boxes and furniture are being moved.

2.4 Method and Source of Acceptance

Requests for services are provided by the Facilities Management Representative to the Contractor who will evaluate each work order individually and estimate the time/effort involved. The Facilities Management Representative will reserve the final decision as to whether the job will be done after receiving the cost estimation.



An acknowledgement of receipt is to be returned to the Facilities Management Representative within 48 hours of receipt.

2.5 Reporting Requirements

A timesheet form, provided by the Accommodation Representative, is to be filled out by the Contractor's personnel for individual jobs. It is the document used to record the hours of work that were delivered.

3.0 Other Terms and Conditions of the SOW

3.1 Contractors Obligations

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, at no additional cost.

Contractor must provide lifting equipment, skids, commercial racking, wrapping material, moving blankets, etc. for the proper storage and transportation of goods.

3.2 DFO Obligations

Real Property Facilities Management and Accommodations will:

- Provide a work station within 200 Kent in order to manage tasks assigned to the contractor.

3.3 Location of Work, Work Site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to work on this requirement must be ready to work in close and frequent contact with the Facilities Management Representative and other departmental personnel.

Work is to be dispersed within DFO-Coast Guard premises in the NCR, on all DFO-Coast Guard floors, lobby, and basement levels of these buildings. Headquarters is located at 200 Kent Street.

The Contractor will coordinate all work as per the instructions provided by the Accommodation Representative at Headquarters. Other locations include, amongst others, 200 Elgin and 300 Laurier. The Contractor and its proposed personnel are responsible for their own travel expenses to and from Headquarters and the other building locations in the NCR.

3.4 Language of Work

The Contractor's personnel must have the ability to understand and to communicate in both official languages, English and French at an intermediate level.

LANGUAGE PROFICIENCY GRID			
	Oral	Comprehension	Written



Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> support opinions; and understand and express hypothetical and conditional ideas 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> Write texts where ideas are developed and presented in a coherent manner.

4.0 Project Schedule

4.1 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Hours of Work:

Project based requests may be at any time during the day or night, weekday or weekend.

Additionally, a “daily installer” standing request may be instituted at any time for an on-site mover/installer. In this situation, the hours will be determined by the Facilities Management Representative and may follow the standard operating hours of the DFO/CCG Facilities Management Team (8:00 – 16:00, Monday to Friday). The “daily installer” will not be required on all statutory holidays and/or building closures and as such no additional cost to be billed to DFO-Coast Guard.



**ANNEX “B”
BASIS OF PAYMENT**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____
		Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____

Total Estimated Cost – Limitation of Expenditure: \$ _____ (to be inserted at Contract award)

Option to Extend Contract

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

Option Period 1 – November 1, 2020 to October 31, 2021

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____
		Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____

Option Period 2 – November 1, 2021 to October 31, 2022

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____
		Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____



2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____

Option Period 3 – November 1, 2022 to October 31, 2023

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	
1	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	\$ _____
		Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Installation Crew Supervisor	\$ _____
		Installation Crew Helper(s)	\$ _____
		Cube Van with Driver	\$ _____
		Five-ton Truck with Driver	\$ _____



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat FP961-190002
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 Fisheries and Oceans	2. Branch or Directorate / Direction générale ou Direction Real Property Environmental Management	
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 Weekday Daytime/Nighttime and Weekend Mover/Installer Contract		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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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 Yes
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 Yes
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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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 : Multiple levels of screening are required please see attached Security Classification Guide

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 Yes
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes

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 Yes

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 Yes

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 Yes

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 Yes

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 Yes

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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

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