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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

This requirement does not have any security requirements.

### 1.2 Statement of Work

Annex A - Statement of Work - Refit of the 12<sup>th</sup> floor at 300 West Georgia St, Vancouver, BC.

### 1.5 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 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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 Employment Social Development Canada (ESDC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation. Bidders must send their bids to the following email address:

**[NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca](mailto:NC-SOLICITATIONS-GD@hrsdc-rhdcc.gc.ca)**

Due to the nature of the bid solicitation, bids transmitted by facsimile to ESDC 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.

## 2.4 Enquiries - Bid Solicitation

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

### ***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.



## 2.5 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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Bid must be submitted electronically to the following email address [nc-solicitations-gd@hrsdcc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdcc-rhdcc.gc.ca) in accordance with the date, time and method specified at page 1 of this request for proposition.

It is the bidder responsibility to ensure its proposition and all other complete documents are received in time. It is recommended that the bidder sends the proposition before the bid closing time to receive a confirmation of receipt. To avoid difficulties, bidders must ensure that the size of attachment does not exceed 13 Mb.

Canada requests that bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

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

Section I: Technical Bid: One (1) soft copy via e-mail, [nc-solicitations-gd@hrsdcc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdcc-rhdcc.gc.ca)

Section II: Financial Bid: One (1) soft copy via e-mail, [nc-solicitations-gd@hrsdcc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdcc-rhdcc.gc.ca)

Section III: Certifications: One (1) soft copy via e-mail, [nc-solicitations-gd@hrsdcc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdcc-rhdcc.gc.ca)

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

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

#### 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 the Basis of Payment.



**3.1.3 SACC Manual Clauses**

**Section III: Certifications**

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

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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

<b>Mandatory Criteria</b>			
<b>Mandatory Criteria Number</b>	<b>Description (s)</b>	<b>N° page / n° paragraphe.</b>	<b>Met / Not Met</b>
<b>M1</b>	The Bidder MUST provide a copy of its furniture ecological recycling agreement with a third party.		
<b>M2</b>	At bid closing, the vendor must provide a minimum of 2 examples of furniture installation projects for the Government of Canada within the last 5 years. The Bidder must include the following items for each example: <ul style="list-style-type: none"> <li>• Period of the project/ contract,</li> <li>• Project name,</li> <li>• Location and organisation and</li> <li>• Resource person (telephone number and/or email).</li> </ul>		

**4.1.2 Financial Evaluation**



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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

<b>Mandatory Financial Criteria</b>			
<b>Mandatory Criteria Number</b>	<b>Description (s)</b>	<b>N° page / n° paragraphe.</b>	<b>Met / Not Met</b>
<b>M-3</b>	The Bidders proposition MUST not exceed the maximum allotted budget of \$106,400.00 (not including taxes, moving costs and any other cost related to this contract.)		

#### 4.2 Basis of Selection

A0031T - 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 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 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.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.2 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.

#### 5.2.3.4 Education and Experience

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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





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

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **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.

#### **6.3.2 Supplemental General Conditions**

4009 01 (2012-07-16), apply to and form part of the Contract.

1. The Contractor represents and warrants that:
  - a. it is competent to perform the Work;
  - b. it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
  - c. it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
  
2. The Contractor must:
  - a. perform the Work diligently and efficiently;
  - b. except for Government Property, supply everything necessary to perform the Work;
  - c. use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
  - d. select and employ a sufficient number of qualified people;
  - e. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the specifications and all the requirements of the Contract;
  - f. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.
  
3. The Work must not be performed by any person who, in the opinion of Canada, is incompetent, unsuitable or has conducted himself/herself improperly.



**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The Work is to be performed during the period of February 1, 2020 to March 31, 2020.

**6.4.2 Delivery Date**

All the deliverables must be received according to Annex A.

**6.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

**6.5 Authorities**

**6.5.1 Contracting Authority (To be completed as contract award)**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 completed as 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 completed as contract award**

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

- a. This provides for a price, which is not subject to adjustment for performance of the contract or part of it. It gives maximum profit incentive to the contractor for cost control in that the contractor assumes full responsibility for all costs under or over the firm price. In addition, it places a minimum administrative burden on both contracting parties. See SACC Manual clause [C0207C](#).
- b. Use this basis of payment when buying commercially available goods or readily quantifiable services when:
  - i. the contractor has previously manufactured the particular good or provided the particular service, or similar goods or services, and has sufficient experience to permit a realistic statement of work based on firm specifications;
  - ii. the statement of work can have a cost applied to it in terms of quantities of material and labour time required; and
  - iii. a realistic estimate of the material prices and labour and overhead rates applicable during the contract period can be made.



- c. Subsequent to the negotiation of a firm price basis of payment for a non-competitive requirement, the contractor must resubmit the price bid based on the agreement reached.
- d. A discretionary audit clause may be included in the contract, as appropriate, subject to the receipt of a price certification in accordance with SACC Manual clauses [C0002T](#) or [C0004T](#) or [C0006T](#).

### **6.7.2 Limitation of Price**

SACC Manual clause [C6000C](#) 2017-08-17 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.3 Single Payment**

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

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

## **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. copy of the release document and any other documents as specified in the Contract;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
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 supplemental general conditions 4010 – Services – Higher Complexity;
- (c) the general conditions 2010C – General conditions: Services (medium complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Payment method - Price grid
- (f) Annex C, Floor plan – Existing Library Square 12<sup>th</sup> floor;
- (g) Annex D, Floor plan – 12<sup>th</sup> floor ABW
- (h) Annex E, Warehouse equipment detail
- (i) Vendor's bid dated \_\_\_\_\_ **(To be completed as contract award)**



## ANNEX A

### STATEMENT OF WORK

#### **1.0 Title**

Refit of the 12<sup>th</sup> floor at 300 West Georgia St, Vancouver, BC.

#### **2.0 Objectives**

The primary objective of the project is to refit the 12<sup>th</sup> floor at 300 West Georgia St, Vancouver, BC to Employment Social Development Canada (ESDC) standard modernization workplace design.

The current furniture will need to be disassembled and transported to the ESDC Langley warehouse according to the scope of work listed below.

The new furniture will be picked up from the ESDC Langley warehouse, delivered to Vancouver and installed.

The work will be completed in 3 phases over 3 weekends.

#### **3.0 Scope**

The refit can only take place after hours and on weekends (Friday evening – Sunday evening).

The ESDC Langley warehouse is only accessible during work hours (Monday to Friday 8-4pm). Each phase of the move will be completed within the allotted timeframe. It is the responsibility of the Contractor to supply sufficient personnel, tools, equipment, trucks and etc that is required to complete each phase of the move is completed within the allotted time.

The Contractor shall complete the scope of work below. There will be 2 distinctive type of work to be performed:

#### **Scope of work 1 – Move and install**

1. Friday's evening, load and transport new furniture including boxes and containers from the ESDC Langley warehouse to the new location in Vancouver.
2. Unpack and install all new furniture, may require assembly as listed in Annex A:
  - 80 height adjustable desks with panel system,
  - 97 lockers already installed just needs to be moved,
  - 3 bar tables,
  - 55 Dual monitor arms,
  - 62 office chairs,
  - 4 single Privacy booths,
  - 2 double privacy booths,
  - six seater benching table,
  - U shaped sofa system,
  - 14 bar stools,
  - 3 open privacy booth,



- 6 privacy chairs, + other miscellaneous small tables and chairs.
3. Proceed to the assembly / installation of panels and desks according to annex D;
  4. Assembly and installation of new furniture for all workstations:
    - 1 chair,
    - 1 telephone,
    - dual monitor arms and computer equipment (no connection required).
  5. Assembly and installation of all other furniture listed in annex A as per annex D. However, there may be a difference between the description of the furniture and the screens and the reality. The contractor must foresee such an event considering a margin.
  6. Coordinate with electricians and Shared Services Canada coordinator on site to ensure panels, pack poles align with furnishing.
  7. Dispose ecologically of any packing materials

**Scope of work 2 - Decommission then move:**

1. Disassemble and move existing panels from 12th floor of Library Square Vancouver to the ESDC Langley warehouse (coordinate with electricians and Shared Services Canada Coordinator on site not to damage any wires).
2. Disassemble and move existing workstation furniture from 12th floor of Library Square Vancouver to the ESDC Langley warehouse. The workstation is composed of:
  - 1 electric table (30 "x 54"), **(disassembling not required, Freestanding)**
  - 1 crank table (24 "x 54"), **(disassembling not required, Freestanding)**
  - 1 storage tower (24 "x 54"),
  - 1 chair,
  - approximately 4 panels (2 x 24 "x 66", and 2 x 48 "x 66 ") of 84 workstations on the 12th floor. 22 chairs will stay on the 12th floor and be relocated.
3. Relocate 2 boxes of personal belongings as well as computer equipment:
  - 1 AVAYA phone,
  - 2 screens,
  - 1 CPU,
  - 1 keyboard,
  - 1 mouse,
  - 2 monitors of 84 workstations on the 12th floor in to specified location.
4. Disassemble and move existing filing cabinets from the 12th floor of Library Square Vancouver to the ESDC Langley warehouse:
  - 8 large filing cabinets (31" x 71"h x 85"),





- 2 – 2 drawer cabinet (24" x 20" x 28") and 1 cabinet (24" x 20" x 27"), 4 – 3 drawer cabinets (36" x 18" x 41").
5. Relocate existing filing cabinets from 12th floor:
    - 2 secure 4 drawer cabinets (36" x 18" x 66"),
    - 4 supply cabinet (36" x 18" x 66"),
    - 2- 4 drawer cabinet (36" x 18" x 54"),
    - 3 – 3 drawer cabinets (36" x 18" x 41") in to specified location.
  6. Relocate existing filing cabinets from 3rd to 12th floor: 2 cabinets (36" x 18" x 66") in to specified location.
  7. Relocate and assemble existing 18 dual monitor arms within 12th floor in to specified location.
  8. Clean surfaces, ensure areas are clear of debris/packaging, etc at the end of each day.
  9. Organize, clean and ensure inventory is properly stored in the various warehouse space.
  10. Load the decommissioned furniture onto transporting equipment and/or vehicles when required.
  11. Transport the furnishing to ESDC Langley warehouse each Monday;
  12. Unload the decommissioned furniture and move into the ESDC Langley warehouse.

#### **4.0 Tasks**

The Contractor shall complete the scope of work below. There will be 2 distinctive type of work to be performed:

##### **Scope of work 1 – Move and install:**

1. Move all items, including those packed in boxes and other containers from the ESDC Langley warehouse location accessible during work hours (Monday to Friday 8am-4pm) and load them onto transporting equipment and/or vehicles where required;
2. Transport or move all items to the new location in Vancouver;
3. Unpack install all furniture, may require assembly as listed in Annex A:
  - 80 height adjustable desks with panel system,
  - 97 lockers already installed just needs to be moved, 3



- bar tables,
  - 55 Dual monitor arms,
  - 62 office chairs,
  - 4 single Privacy booths,
  - 2 double privacy booths,
  - six seater benching table,
  - U shaped sofa system,
  - 14 bar stools,
  - 3 open privacy booth,
  - 6 privacy chairs, + other miscellaneous small tables and chairs.
4. Proceed to the assembly / installation of panels and desks according to annex D.
  5. Assembly and installation of furniture for all workstations:
    - 1 chair,
    - 1 telephone,
    - dual monitor arms and computer equipment.
  6. Assembly and installation of all other furniture listed in annex A as per annex D. However, there may be a difference between the description of the furniture and the screens and the reality.
  7. The contractor must foresee such an event considering a margin.
  8. Coordinate with electricians and Shared Services Canada coordinator on site to ensure panels, pack poles align with furnishing.
  9. Dispose ecologically of any packing materials.

**Scope of work 2 - Decommission then move:**

1. Disassemble and move existing Global Panels from 12th floor of Library Square Vancouver to the ESDC Langley warehouse (coordinate with electricians and Shared Services Canada Coordinator on site) not to damage any wires).
2. Disassemble and move existing workstation furniture from 12th floor of Library Square Vancouver to the ESDC Langley warehouse. The workstation is composed of:
  - 1 electric table (30 "x 54"), **(disassembling not required, Freestanding)**
  - 1 crank table (24 "x 54"), **(disassembling not required, Freestanding)**
  - 1 storage tower (24 "x 54"),
  - 1 chair and approximately 4 panels (2 x 24 "x 66", and 2 x 48 "x 66 ") of 84 workstations on the 12th floor. 22 chairs will stay on the 12th floor and be relocated.



3. Relocate 2 boxes of personal belongings as well as computer equipment:
  - 1 AVAYA phone,
  - 2 screens,
  - 1 CPU, 1
  - keyboard,
  - 1 mouse,
  - 2 monitors of 84 workstations on the 12th floor in to specified location.
  
4. Relocate 2 boxes of personal belongings as well as computer equipment:
  - 1 AVAYA phone,
  - 2 screens,
  - 1 CPU,
  - 1 keyboard,
  - 1 mouse,
  - 2 monitors of 11 workstations from the 3rd floor to the 12th floor in to specified location.
  
5. Disassemble and move existing filing cabinets from the 12th floor of Library Square Vancouver to the ESDC Langley warehouse:
  - 8 large filing cabinets (31" x 71"h x 85"),
  - 2 – 2 drawer cabinet (24"x 20" x 28") and 1 cabinet (24" x 20" x 27"), 4 – 3 drawer cabinets (36" x 18" x 41").
  
6. Relocate existing filing cabinets within 12th floor:
  - 2 secure 4 drawer cabinets (36" x 18" x 66"),
  - 4 supply cabinet (36" x 18" x 66"),
  - 2- 4 drawer cabinet (36" x 18" x 54"),
  - 3 – 3 drawer cabinets (36" x 18" x 41") in to specified location.
  
7. Relocate existing filing cabinets from 3rd to 12th floor: 2 cabinets (36" x 18" x 66") in to specified location.
  
8. Relocate and assemble existing 18 dual monitor arms within 12th floor in to specified location.
  
9. Load the decommissioned furniture onto transporting equipment and/or vehicles when required.
  
10. Access to 300 West Georgia is only available (after hours and on a weekend- Friday evening to Sunday evening).
  
11. Transport the furnishing to ESDC Langley warehouse on Monday during office hours.
  
12. Unload the decommissioned furniture and move them to the ESDC Langley warehouse.

### **Electronic and Computer Related Equipment**



- All peripheral equipment connected to computer workstations (keyboard, mouse, PDA) will be disconnected, bagged/boxed and tagged in clear plastic bags/boxes by User Designated IT staff. The Contractor will relocate all of the components of all PC's, workstations, printers, network apparatus, keyboards and peripheral devices in enclosed carts.
- The Contractor will ensure that all components of any single system, workstation or configuration remain with that system, workstation or configuration upon delivery.

### **General Office Contents**

- The Contractor will confirm the status of all general office contents with respect to the final disposition of such assets. Specifically, the Contractor must ensure they are aware of the final delivery location of every piece.
- The Contractor will relocate all designated contents in accordance with the move schedule as provided by the ESDC Project Manager.
- The Contractor will place all relocated items in areas identified on layout annex D of new floorplan.
- The Contractor will protect all contents from physical damage and/or loss, and will take all precautions to protect from weather conditions prevalent at the time of the relocation.
- The Contractor will take all reasonable precautions against accidental damage to any building fixtures, including (but not limited to) walls, windows, elevators, flooring, client property etc. The Mover will assume liability for any damage to Client property that is attributable to the negligence, whether intended or unintended of his employees and representatives. The Contractor will have 2 weeks to repair or replace the damages/loss.
- The Contractor must not leave any items unattended throughout the relocation process.
- The Contractor will immediately communicate any problems or foreseeable problems to the ESDC Project Manager.
- Contractor will disassemble, move, and reassemble any identified file cabinets.
- The Contractor will provide the services of a dedicated Project Manager and other qualified personnel as required, to assess the magnitude of the project and to assist the Technical Authority with the planning of the move.
- The Contractor will provide the services of one Crew Leader for each six persons involved in a move.

### **Schedule**



- The Contractor will meet and review the relocation schedule closer to the move date with the Client Move Coordinator.
- The Contractor will accompany the Technical Authority and the Client Departmental representative on a walk through prior to the move at all locations in order to note any existing damages to the furniture and interior building areas involved with the move. Upon completion of the move, a final walk through will be conducted to determine any damages that require repairs.

### **Contractor's General Responsibilities**

- The Contractor will properly assess the magnitude of the work and mobilize sufficient qualified and trained personnel, transportation, flat dollies, library carts, panel dollies, furniture pads and tools (drills, bars, levels, etc.) to meet any reasonable demand, circumstance or situation.
- The Contractor will liaise with the Client Move Coordinator and other such contractors as deemed necessary to ensure that specific items of equipment such as copying machines, computers, communications equipment, various file cabinets and other items designated, are packed and moved in accordance with manufacturer's specifications, so as to preserve the integrity and warranty provisions of equipment.
- The Contractor will advise the local authorities of the details of the relocation and obtain all permits, licenses and approvals as may be required.
- The bidder is responsible for the transportation to the site of the required equipment/tools, personnel and any other related material.
- The Contractor will prepare a furniture and parts list. On this list all items found to be damaged prior to the move must be identified. Any damage will be verified by the client's Project Authority, prior to the item being moved.
- The Contractor will ecologically dispose of surplus items, loose boxes etc.
- The Contractor will provide to the Client Department moving supplies including boxes, rolls of easily removable labels, rolls of packing tape and tape guns well in advance of the move date. The delivery date will be determined in a kick off meeting to be held shortly after contract award.
- The Bidder must be equipped to send and receive emails.

### **Insurance Requirement**

- (a) The Contractor will 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.



- (b) The Contractor will be 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.
- (c) 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.

## **5.0 Phases**

Initial Pre- Phase: During Feb 1-7<sup>th</sup> site visit and kick off meeting

Phase 1: Feb 27, 2020- March 2, 2020

Phase 2: March 5, 2020 – March 10, 2020

Phase 3: March 12, 2020 – March 16, 2020

**Please note the dates are subject to change and will be confirmed after contract award.**

## **6.0 Deliverables, milestones and schedule**

**Initial Pre- Phase: During Feb 1-7<sup>th</sup>** site visit and kick off meeting.

**Phase 1: Feb 28, 2020- March 2, 2020 - Dismantling 30 workstations; assembly of 26 work points, 97 lockers 3 bar tables with stools, U –shaped sofa system 3 single chair/sofa, 2 privacy pods.**

**\*dismantling panels, the desks are not to be disassembled, they are freestanding desks.**

February 28, 2020 during office hours, pick up furniture at Langley warehouse.

February 28, 2020 after hours, unload/decommission/move at Vancouver location.

February 28, 2020 – March 1, 2020:

- Installation at Vancouver location, load surplus items to truck;
- Repositioning furniture and IT equipment in new workstations;
- The acoustic furniture / panels must be leveled;
- Arrange for the recovery and disposal of packaging at the end of each day.

March 2, 2020 during office hours, drop off at Langley warehouse.

All spaces/furniture for phase 1 installation must be completed by March 1, 2020.



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**Phase 2: March 6, 2020 – March 10, 2020 - Dismantling 31 workstations; assembly of 35 work points (height adjustable desk with paneling system), 2 privacy pods.**

**\*dismantling panels, the desks are not to be disassembled, they are freestanding desks.**

March 6, 2020 during office hours, pick up furniture at Langley warehouse.

March 6, 2020 after hours, unload/decommission/move at Vancouver location.

March 6, 2020 – March 10, 2020:

- installation at Vancouver location, load surplus items to truck;
- Repositioning furniture and IT equipment in new workstations;
- The acoustic furniture / panels must be leveled;
- Arrange for the recovery and disposal of packaging at the end of each day.

March 10, 2020 during office hours, drop off at Langley warehouse.

All spaces/furniture for phase 1 installation must be completed by March 9, 2020.

**Phase 3: March 13, 2020 – March 16, 202 - Dismantling 25 workstations; assembly of 24 work points (height adjustable desk with panels), 5 privacy pods, bar table with stools, small meeting area, 3 single chair/sofa.**

**\*dismantling panels, the desks are not to be disassembled, they are freestanding desks.**

March 13, 2020 during office hours, pick up furniture at Langley warehouse.

March 13, 2020 after hour start, unload/decommission/move at Vancouver location.

March 13, 2020-March 15, 2020:

- installation at Vancouver location, load surplus items to truck
- repositioning furniture and IT equipment in new workstations.
- The acoustic furniture / panels must be leveled;
- Arrange for the recovery and disposal of packaging at the end of each day.

March 16, 2020 during office hours drop off at Langley warehouse.

All spaces/furniture for phase 1 installation must be completed by March 15, 2020.

## **7.0 Work Location**

**Work site A:** Library Square 300 West Georgia, Vancouver, BC (After hours Friday after 4pm to Sunday evening 10pm).

**Work site B:** Langley Warehouse 9355 198th Street, Langley BC, C1M 3J9 (Monday to Friday 8am-4pm).







**ANNEX B**

**PAYMENT METHOD**

<b>Price Grid</b>		
<b>Phases</b>	<b>Description (s)</b>	<b>Cost</b>
<b>Phase 1</b>	<p><b>Initial Pre- Phase: During Feb 1-7<sup>th</sup> site visit and kick off meeting.</b></p> <p><b>Phase 1: Feb 28, 2020- March 2, 2020 - Dismantling 30 workstations; assembly of 26 work points, 97 lockers 3 bar tables with stools, U –shaped sofa system 3 single chair/sofa, 2 privacy pods.</b></p> <p>February 28, 2020 during office hours, pick up furniture at Langley warehouse.</p> <p>February 28, 2020 after hours, unload/decommission/move at Vancouver location.</p> <p>February 28, 2020 – March 1, 2020:</p> <ul style="list-style-type: none"> <li>• Installation at Vancouver location, load surplus items to truck;</li> <li>• Repositioning furniture and IT equipment in new workstations;</li> <li>• The acoustic furniture / panels must be leveled;</li> <li>• Arrange for the recovery and disposal of packaging at the end of each day.</li> </ul> <p>March 2, 2020 during office hours, drop off at Langley warehouse.</p> <p><u>All spaces/furniture for phase 1 installation must be completed by March 1, 2020.</u></p>	\$
<b>Phase 2</b>	<p><b>Phase 2: March 6, 2020 – March 10, 2020 - Dismantling 31 workstations; assembly of 35 work points (height adjustable desk with paneling system), 2 privacy pods.</b></p>	\$



Solicitation No. : 100014031

	<p>March 6, 2020 during office hours, pick up furniture at Langley warehouse.</p> <p>March 6, 2020 after hours, unload/decommission/move at Vancouver location.</p> <p>March 6, 2020 – March 10, 2020:</p> <ul style="list-style-type: none"> <li>• installation at Vancouver location, load surplus items to truck;</li> <li>• Repositioning furniture and IT equipment in new workstations;</li> <li>• The acoustic furniture / panels must be leveled;</li> <li>• Arrange for the recovery and disposal of packaging at the end of each day.</li> </ul> <p>March 10, 2020 during office hours, drop off at Langley warehouse.</p> <p><u>All spaces/furniture for phase 1 installation must be completed by March 9, 2020.</u></p>	
<p><b>Phase 3</b></p>	<p><b>Phase 3: March 13, 2020 – March 16, 202 - Dismantling 25 workstations; assembly of 24 work points (height adjustable desk with panels), 5 privacy pods, bar table with stools, small meeting area, 3 single chair/sofa.</b></p> <p>March 13,2020 during office hours, pick up furniture at Langley warehouse.</p> <p>March 13, 2020 after hour start, unload/decommission/move at Vancouver location.</p> <p>March 13, 2020-March 15, 2020:</p> <ul style="list-style-type: none"> <li>• installation at Vancouver location, load surplus items to truck</li> <li>• repositioning furniture and IT equipment in new workstations.</li> <li>• The acoustic furniture / panels must be leveled;</li> <li>• Arrange for the recovery and disposal of packaging at the end of each day.</li> </ul> <p>March 16, 2020 during office hours drop off at</p>	<p>\$</p>



Solicitation No. : 100014031

	Langley warehouse. <u>All spaces/furniture for phase 1 installation must be completed by March 15, 2020.</u>	
	<b>Total of phases</b>	\$
	<b>Taxes (12%)</b>	\$
	<b>Total including taxes</b>	\$