



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

**Bid Receiving - PWGSC / Réception des  
soumissions → TPSGC**  
10th Floor, 4900 Yonge Street /  
10e étage, 4900 rue Yonge  
Toronto  
Ontario  
M2N 6A6

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Master Standing Offer (RMSO)  
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

<b>Title - Sujet</b> Moving Services - Office Furniture	
<b>Solicitation No. - N° de l'invitation</b> E6TOR-19RM02/A	<b>Date</b> 2020-01-24
<b>Client Reference No. - N° de référence du client</b> E6TOR-19RM02	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-024-7887
<b>File No. - N° de dossier</b> TOR-9-42079 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-14</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (647)273-1369 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 4900 Yonge Street 10th Floor - Acquisitions Toronto Ontario M2N6A4 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Check List, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

**1.2 Summary**

- (a) This is a Request for Standing Offer (RFSO) for the provision of commercial office furniture moving services, on an 'as and when' requested basis', on behalf of all Federal Government Departments, Groups or Agencies within the Ontario Region (excluding National Capital Region (NCR)). The moving services will include, but will not be limited to, labour, tools, equipment, packing materials, transportation, packing, crating, disassembling/assembling system furniture, storage services and other required items to carry out the required moving services. As specific requirements arise, Offerors or a representative(s) of the Offeror must arrange a site visit to familiarize themselves with the specific scope of work prior to submitting a quote. All moves will be carried out in accordance with Annex "A", Statement of Work.
- (b) The proposed period of the Standing Offer is for three (3) years from March 1, 2020 to February 28 2023.
- (c) It is intended to issue one standing offer for each area. If an Offeror is recommended for issuance of a Standing Offer for more than one area, one Standing Offer will be issued to include those recommended areas.
- (d) The Ontario Region (excluding NCR) is broken down into eleven (11) areas for this requirement, the boundaries for each area are outlined in Annex "A", Statement of Work.
  - 1. Northwest (NW)
  - 2. Northeast 1 (NE 1)

3. Northeast 2 (NE 2)
4. Northeast 3 (NE 3)
5. Southeast 1 (SE 1)
6. Southeast 2 (SE 2)
7. Southeast 3 (SE 3)
8. Southwest 1 (SW 1)
9. Southwest 2 (SW 2)
10. Southwest 3 (SW 3)
11. Greater Toronto & Adjacent Areas (GTAA)

- (e) The following is provided for informational purposes only:

Historically the vast majority of moves overall are less than \$15,000.00, excluding GST or HST, as applicable. The larger moves fall in a range between \$15,000.00 and \$40,000.00 excluding GST or HST, as applicable.

The estimated expenditure for each area for the three (3) year period is as follows:

1. NW - \$200,000.00
2. NE 1 - \$50,000.00
3. NE 2 - \$300,000.00
4. NE 3 - \$80,000.00
5. SE 1 - \$55,000.00
6. SE 2 - \$140,000.00
7. SE 3 - \$335,000.00
8. SW 1 - \$330,000.00
9. SW 2 - \$230,000.00
10. SW 3 - \$230,000.00
11. GTAA – \$2, 500,000.00

- (f) A separate Request for Standing Offer for these services has been set-aside under the Procurement Strategy for Aboriginal Business as E6TOR-19RM02/B.
- (g) The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- (h) The requirement is limited to Canadian goods and/or services.
- (i) The Phased Bid Compliance Process applies to this requirement.
- (j) This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Security Requirement

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

#### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

#### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) issued by Public Works and Government Services Canada.
- (b) Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).
- (c) The 2006 (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.
- (d) Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:  
Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Offers

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

**Bid Receiving - PWGSC**

**10th Floor, 4900 Yonge Street**

**Toronto, Ontario, M2N 6A6**

**[TPSGC.orreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)**

*(Offers will not be accepted if emailed directly to this email address. This email is to be used to open an epost Connect conversation, as detailed in Standard Instruction 2006, or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect)*

To submit a bid using epost Connect service, the Offeror must send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time, (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

- (b) Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC 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 FPS, Offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

- (a) **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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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, in the context of the fee abatement formula, 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 FPS. 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.

**(b) Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror'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.

**(c) Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**2.4 Enquiries - Request for Standing Offers**

- (a) All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

- (b) Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## **2.5 Applicable Laws**

- (a) The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- (a) If the Offeror chooses to submit its bid electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

- (b) If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies).  
Section II: Financial Offer (1 hard copy).  
Section III: Certifications (1 hard copy).  
Section IV: Additional Information (1 hard copy).

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

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

- (c) If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
- (d) Canada requests that offerors follow the format instructions described below in the preparation of their offer.
- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
  - (ii) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### 3.2 Section I: Technical Offer

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

### 3.3 Section II: Financial Offer

- (a) Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**(b) Electronic Payment of Invoices - Offer**

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

If Annex "G" 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.

**3.4 Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 General**

- (a) Canada is conducting the Phased Bid Compliance Process described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, Offerors are and will remain solely responsible for the accuracy, consistency and completeness of their Offers and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Offers or in responses by an Offeror to any communication from Canada.

THE OFFEROR ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PHASED BID COMPLIANCE PROCESS ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE OFFER IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE OFFER HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM AN OFFER TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE OFFEROR ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS OFFER RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS OFFER NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from an Offeror and consider as part of the Offer, any information to correct errors or deficiencies in the Offer that are clerical or administrative, such as, without limitation, failure to sign the Offer or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Offeror has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the offer solicitation closing in circumstances where the offer solicitation expressly provides for this right. The Offeror will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Offer being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2019-03-04) Standard Instructions – Request for Standing Offer - Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after offer solicitation closing in circumstances where the solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Offeror must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the

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Offeror at any address provided by the Offeror in or pursuant to the Offer is deemed received by the Offeror on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this offer solicitation, Canada will examine the Offer to determine whether it includes a Financial Offer and whether any Financial Offer includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the offer solicitation to be included in the Financial Offer is missing from the Financial Offer. This review will not assess whether the Financial Offer meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Offer or that the Financial Offer is missing all of the information required by the offer solicitation to be included in the Financial Offer, then the Offer will be considered non-responsive and will be given no further consideration.
- (d) For Offers other than those described in c), Canada will send a written notice to the Offeror ("Notice") identifying where the Financial Offer is missing information. An Offeror, whose Financial Offer has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Offerors shall not be entitled to submit any additional information in respect of their Financial Offer.
- (e) The Offerors who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Offeror will be entitled to remedy only that part of its Financial Offer which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Offer, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Offer, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Offeror and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Offer submitted by the Offeror will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Offeror's Offer. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Offer as is permitted above, and will be used for the remainder of the offer evaluation process.
- (h) Canada will determine whether the Financial Offer is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Offeror in accordance with this Section. If the Financial Offer is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Offer to identify any instances where the Offeror has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Offer meets any standard or is responsive to all solicitation requirements.

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Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III

- (b) Canada will send a written notice to the Offeror (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Offer has failed to meet. An Offeror whose Offer has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Offer has been found responsive to the requirements reviewed at Phase II. Such Offeror shall not be entitled to submit any response to the CAR.
- (c) An Offeror shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Offeror's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Offeror which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Offer, the Offeror shall identify such additional changes, provided that its response must not include any change to the Financial Offer.
- (e) The Offeror's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Offer, the wording of the proposed change to that section, and the wording and location in the Offer of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Offeror must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Offeror's Offer, and failure of the Offeror to do so in accordance with this subparagraph is at the Offeror's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Offer submitted by the Offeror other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Offer as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Offer, but will be considered by Canada in the evaluation of the Offer at Phase II only for the purpose of determining whether the Offer meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Offer would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Offeror in response to the CAR. If so, the Offer will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Offeror shall bind the Offeror as part of its Offer, but the Offeror's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Offer.
- (h) Canada will determine whether the Offer is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Offeror in accordance with this Section. If the Offer is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Offer shall be considered non-responsive and will receive no further consideration.
- (i) Only Offers found responsive to the requirements reviewed in Phase II to the satisfaction of Canada,

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will receive a Phase III evaluation.

#### 4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Offers found responsive to the requirements reviewed at Phase II. Offers will be assessed in accordance with the entire requirement of the offer solicitation including the technical and financial evaluation criteria.
- (b) An Offer is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

### 4.2 Technical Evaluation

#### 4.2.1 Mandatory Technical Criteria

See Annex F – Mandatory Technical Evaluation Criteria

#### 4.2.2 Point Rated Technical Criteria

See Annex F – Mandatory Technical Evaluation Criteria

### 4.3 Financial Evaluation

#### 4.3.1 Mandatory Financial Criteria

The Offeror must submit their financial offer in accordance with, Annex "B" - Basis of Payment, in Canadian Funds for the entire period of the Standing Offer. Pricing must be provided for all firm requirements for each location the Offeror is submitting an offer.

#### 4.3.2 Evaluation of Price

- (i) Offerors will be evaluated based on the prices detailed in the Basis of Payment in Annex B.
- (ii) Each 'Locations and Boundaries of Area' will be evaluated **separately**.
- (iii) Offerors may submit pricing for single or multiple locations. The 11 'Locations and Boundaries of Area' are:
  - Location 1: NW – includes Greater Thunder Bay, Rainy River, Kenora, Dryden and Sioux Lookout.
  - Location 2: NE 1 – includes Greater Sault Ste. Marie.
  - Location 3: NE 2 – includes East to North Bay, West to Sudbury, North to Nipissing, Timmins, Kirkland Lake, Kapaskasing and South to French River.
  - Location 4: NE 3 – includes Pembroke, Petawawa and Renfrew.
  - Location 5: SE 1 - includes East to Cornwall; West to Smith Falls; North to Hawkesbury and South to Brockville; excluding the National Capital Area.
  - Location 6: SE 2 – includes East to Kingston, West to Peterborough/Lindsay, North to Madoc and South to Port Hope/Cobourg; excluding the National Capital.
  - Location 7: SE 3 – includes East to Bracebridge, West to Tobermory/Owen Sound, North to Parry Sound and South to Borden including Barrie and Collingwood.
  - Location 8: SW 1 – includes East to Niagara Falls, West to Brantford, North to Hamilton/Burlington and South to Lake Erie.
  - Location 9: SW 2 – includes East to Guelph, West to London/St. Thomas, North to Goderich/Fergus and South to Lake Erie.
  - Location 10: SW 3 – includes East to Chatham/Kent, West to Windsor, North to Sarnia and South to Leamington.

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Location 11: GTAA – includes Metro Toronto, East to Clarington, West to Halton Hills/Milton, North to Newmarket and South to Lake Ontario.

- (iv) For evaluation purposes, offers will be evaluated based on the prices proposed in Annex B - Basis of Payment, for each location that they are bidding on.
- (v) For each location, the evaluated price will be the Total Extended Price which is the aggregated total of Year 1, Year 2 and Year 3 (all applicable taxes extra) for each line item from Annex B – Basis of Payment. The price used in the evaluation will be the Total Extended Price which is calculated as follows:

For each location, the estimated usage for each line item will be multiplied by the Firm Unit Price per year to determine the extended price for that line item. The extended price for all line items will be totalled to determine the aggregate price for evaluation purposes.

- (vi) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

#### **4.4 Basis of Selection – Minimum Point Rating**

- (a) To be declared responsive, an offer must:
  - (i) comply with all the requirements of the Request for Standing Offer (RFSO);
  - (ii) meet all mandatory technical evaluation criteria; and
  - (iii) obtain the required minimum of 48 points overall for the technical evaluation criteria which are subject to point rating.
- (b) Offers not meeting (i) or (ii) or (iii) above will be declared non-responsive. The responsive offer with the lowest aggregated evaluated price will be recommended for issuance of a standing offer.
- (c) If more than one Offeror is ranked first because of identical evaluated prices, then the Offeror with the highest technical evaluation score will be recommended for issuance of a standing offer.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contract\\_or\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

#### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

##### 5.2.3.1 Canadian Content Certification

###### (a) Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

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

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

(b) **Canadian Content Definition**

SACC Manual clause A3050T (2018-12-06), Canadian Content Definition

**5.2.3.2 Status and Availability of Resources**

SACC Manual clause M3020T (2016-01-28), Status of Availability of Resources - Offer

## **PART 6 – SECURITY, FINANCIAL AND INSURANCE CLAUSES**

### **6.1 Security Requirement**

- (a) Before issuance of a standing offer, the following conditions must be met:
- (i) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (ii) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (iii) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
- (c) For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirement

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

- (a) The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
- (b) The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC
- (c) Processing of **PROTECTED** materiel electronically at the Offeror's site is NOT permitted under this Contract/Standing Offer.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor/Offeror must comply with the provisions of the:
  - (i) Security Requirements Check List and security guide (if applicable), attached at Annex E;
  - (ii) Industrial Security Manual (Latest Edition).

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 7.3.1 General Conditions

2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

- (a) The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.
- (b) The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

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4th quarter: January 1 to March 31.

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from March 1, 2020 to February 28, 2023.

##### **7.4.2 Delivery Points**

Delivery of the requirement will be made to delivery points specified at Annex A of the Standing Offer.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Shannon Brewster  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 4900 Yonge Street, 10<sup>th</sup> Floor, Toronto, ON M2N 6A6  
Telephone: (647) 273-1369  
E-mail address: shannon.brewster@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **7.5.2 Project Authority**

- (a) The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.
- (b) The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

##### **7.5.3 Offeror's Representative** *(to be completed by Offeror with bid)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **7.6 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.

## 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [\*Financial Administration Act\*](#), R.S., 1985, c. F-11.

## 7.8 Call-up Procedures

The procedures for issuing a Call-up Against the Standing Offer is as follows:

- (a) Offeror will be contacted to make arrangement for a **mandatory** site visit in order to familiarize themselves with the specific scope of work and the work site.
- (b) Offeror will submit a "firm lot price" quote, using the Firm Unit Prices on Annex "B" - Basis of Payment. Offeror will be required to provide breakdown of the "firm lot price" with their quote.
- (c) A call-up document will be issued to the Offeror by the Project Authority to authorize the start of the work and outline the work requirements.
- (d) The work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC-942, Call-up Against a Standing Offer, PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery or electronic document.
- (e) The Service person or Offeror representative must report back to the Project Authority. All work is subject to on-site inspection for certification immediately following completion.
- (f) The Offeror must respond to call-ups within one (1) business day.
- (g) The Offeror must provide a price quotation, in response to a call-up request, at no additional expense. Each price quote must identify the following, as applicable.
  - i. Breakdown of the number of hours for both moving and packing labour;
  - ii. List of vehicles;
  - iii. Vehicles and driver charges;
  - iv. Storage and holding charges;
  - v. Carton and/or consumable supplies; and
  - vi. Additional insurance charges.
- (h) All rates must be in accordance with Annex B. The Offeror agrees to provide the services stated in call-up/quote. Any additional work must have the Project Authority's written approval prior to commencing the additional work. No deviations from the above price quotation procedure will be accepted.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
  2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
    - PWGSC-TPSGC 942 Call-up Against a Standing Offer
    - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
- or
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
    - standing offer number;
    - statement that incorporates the terms and conditions of the Standing Offer;
    - description and unit price for each line item;

- total value of the call-up;
- point of delivery, including contact personal;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### 7.10 Limitation of Call-ups

- Individual call-ups against the Standing Offer must not exceed \$250,000.00 (Applicable Taxes included).
- Individual call-ups against the Standing Offer to be issued in excess of that limit must be authorized by the Standing Offer Authority before issuance.

#### 7.11 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.

- the call up against the Standing Offer, including any annexes;
- the articles of the Standing Offer;
- the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- Annex A, Statement of Work;
  - Appendix 1 to Annex A – Fire Safety Requirement
- Annex B, Basis of Payment;
- Annex C, Standing Offer Reporting Data;
- Annex D, Insurance Requirements;
- Annex E, Security Requirements Check List; and
- the Offeror's offer dated \_\_\_\_\_. (*to be inserted at time of issuance*)

#### 7.12 Certifications and Additional Information

##### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

#### 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

#### 7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

Solicitation No. - N° de l'invitation  
E6TOR-19RM02/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
E6TOR-19RM02

File No. - N° du dossier  
TOR-9-42079

CCC No./N° CCC - FMS No./N° VME

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If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in the Call-Up document. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax are extra, if applicable.

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.

#### **7.5.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17), Limitation of Price

#### **7.5.3 Multiple Payments**

SACC Manual clause H1001C (2008-05-12), Multiple Payments

#### **7.5.4 SACC Manual Clauses**

SACC Manual clause C0710C (2007-11-30) - Time and Contract Price Verification

SACC Manual clause A9117 (2007-11-30) - T1204 - Direct Request by Customer Department

#### **7.5.5 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): *(to be confirmed at Contract Award)*

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only); or
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.6 Invoicing Instructions

- (a) 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:

- (i) A copy of the Call-up against the Standing Offer or Electronic document.
  - (ii) A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses
- (b) Invoices must be distributed as follows:
    - (i) The original and one (1) copy must be forwarded to the following address for certification and payment. (*name and address of the organization to be inserted at time of call-up*)
    - (ii) One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Contract.

## 7.7 Insurance Requirements

- (a) The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (b) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (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.

## 7.8 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

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

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

SACC Manual clause M3800C (2006-08-15), Estimates

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## ANNEX A STATEMENT OF WORK

### 1. SCOPE OF WORK

#### 1.1 Move

- 1.1.1 Moves includes the transfer of furniture, files, manuals, libraries, office equipment, specialized equipment, training devices, records, computer equipment, etc. from the listed removal locations to the destination locations. The move may include storage of furniture at contractor's storage facility. Packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating and assembling must be the complete responsibility of the contractor. The Contractor (Offeror) will comply strictly to the schedule unless otherwise authorized by Department's Representative.
- 1.1.2 The Contractor or the Contractor's Representative must visit the work site in order to familiarize themselves with the specific scope of work and the work site.
- 1.1.3 No release of responsibility for loss or damage will be accepted as a result of the Contractor's failure to comply with this direction.
- 1.1.4 During and on completion of the move, the Contractor must collect all rubbish, crates and packing materials and remove same from the premises within 24 hours.
- 1.1.5 The Contractor must prepare a furniture and effects list and identify on that list any items in damaged condition prior to the move. This damage is to be verified with the move coordinator prior to the item being moved.
- 1.1.6 The Contractor must adhere to all emergency, fire safety and security regulations in the building. See Appendix 1 to Annex A, Fire Safety Requirement, attached herein for work pertaining to Department of National Defence.
- 1.1.7 All moving personnel must be suitably dressed and identified, and must wear ID cards whenever it is a requirement.
- 1.1.8 Maximum response to emergency call-ups must be within twenty-four (24) hours to job site.
- 1.1.9 It will be the responsibility of the Department's Representative or Representative to co-ordinate the date of the move with electricians and all other required trades.
- 1.1.10 The Contractor must have a front office with a full-time dispatcher.
- 1.1.11 The Contractor must identify the person(s) who will be responsible for the administration of the Contract prior to award.
- 1.1.12 The Contractor or Offer representative must keep Project Authority update during the progress of the move and report back to the Project Authority after the completion of the move. All work is subject to on-site inspection for certification immediately following completion.

#### 1.2 Locations and Boundaries of Area

##### 1.2.1 Northwest (NW 1)

Greater Thunder Bay, Rainy River, Kenora, Dryden and Sioux Lookout.

##### 1.2.2 Northeast 1 (NE 1)

Greater Sault Ste. Marie.

##### 1.2.3 Northeast 2 (NE 2)

East to North Bay

West to Sudbury  
North to Nipissing, Timmins, Kirkland Lake, Kapaskasing  
South to French River

1.2.4 **Northeast 3 (NE 3)**

Pembroke, Petawawa and Renfrew

1.2.5 **Southeast 1 (SE 1)**

**Excluding National Capital Area**

East to Cornwall  
West to Smith Fall  
North to Hawkesbury  
South to Brockville

1.2.6 **Southeast 2 (SE 2)**

**Excluding National Capital Area**

East to Kingston  
West to Peterborough/Lindsay  
North to Madoc  
South to Port Hope/Cobourg

1.2.7 **Southeast 3 (SE 3)**

East to Bracebridge  
West to Tobermory/Owen Sound  
North to Parry Sound  
South to Borden, including Barrie and Collingwood

1.2.8 **Southwest 1 (SW 1)**

East to Niagara Falls  
West to Brantford  
North to Hamilton/Burlington  
South to Lake Erie

1.2.9 **Southwest 2 (SW 2)**

East to Guelph  
West to London/St Thomas  
North to Goderich/Fergus  
South to Lake Erie

1.2.10 **Southwest 3 (SW 3)**

East to Chatham/Kent  
West to Windsor  
North to Sarnia  
South to Leamington

1.2.11 **Greater Toronto and Adjacent Areas (GTAA)**

Metro Toronto  
East to Clarington  
West to Halton Hills/Milton  
North to Newmarket  
South to Lake Ontario

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### **1.3 System Installation**

- 1.3.1 This involves dismantling of existing systems and reassembling of systems in accordance with the latest screen and furniture layout plans. The Contractor must comply strictly to the schedule unless otherwise authorized by Department's Representative.
- 1.3.2 The Contractor must use installers that are experienced for system furniture such as, but not limited to: Teknion, Haworth, Steelcase, Precision, Artief, Knoll, Ref, Hexo, Global/Boulevard, TAB Datafile, CorCan or Herman Miller. For system furniture under warranty, such as, but not limited to, Teknion, Haworth, Steelcase, Precision, Artief, Knoll, Ref, Hexo, Global/Boulevard, TAB Datafile, CorCan or Herman Miller, the Contractor must use certified installers and provide documentation (when requested) to verify their certification.
- 1.3.3 This project may require an inventory of any unused system panels and components after the reconfiguration.
- 1.3.4 The Contractor must be responsible for transporting any unused panels and components to one or more designated storage areas/rooms.
- 1.3.5 No release of responsibility for loss or damage will be accepted as a result of the Contractor's failure to comply with this direction.
- 1.3.6 The Contractor must prepare a furniture and effects list and identify on that list any items in damaged condition prior to the dismantling of the system. This damage is to be verified with the project manager prior to the item being moved.
- 1.3.7 The Contractor must adhere to all emergency, fire safety and security regulations in the building. See Appendix 1 to Annex A, Fire Safety Requirement, attached herein for work pertaining to Department of National Defence.
- 1.3.8 All installers must be suitably dressed and identified, and must wear ID cards during the duration of the moves.

## **2 MOVING DATE AND SCHEDULE**

- 2.1 The move/system furniture/screens installation will be carried out in accordance with the specification. Work must be done continuous to the successful completion of the move. The Contractor will be informed of any changes to the schedule at least seven days in advance (whenever possible). The time schedule must under no circumstances be changed without obtaining permission from Department's representative.

## **3 INSURANCE, PERMITS AND PROTECTION**

- 3.1 The Contractor must at all times maintain the required insurance coverage specified.
- 3.2 The Contractor must obtain city traffic department approval for on-street parking, closing of sidewalks, traffic control, etc. as necessary, and pay any fees required.
- 3.3 All items of furniture, equipment and machines are to be carefully protected during packing, moving and transporting to assure no damage to them or the building involved in the move. All areas of building(s) where damage could possibly occur will be protected from excessive wear by covering with plywood, mats, runners, building paper, or other protective covering as directed by Department's representative.
- 3.4 Doors and door openings must be protected from damage. The Contractor must remove doors from their frames and replace same without damage, when necessary.
- 3.5 All elevator cabs must be lined and properly protected.

3.6 The Contractor and his employees must comply with all fire, safety and security regulations applicable to the various buildings.

3.7 For the transporting of steel shelving, particularly the "T" bars, the Contractor is to ensure that the equipment used is appropriate to safely transport the material from 1 premise to another.

#### **4 INSPECTION AND PREMISES FURNITURE AND EQUIPMENT**

4.1 Prior to commencement of and immediately after completion of the move the entire operation will be inspected by the Department's representative/representative together with the Contractor's representative and the client department's representative. All losses, damage or deficiencies will be jointly recorded. The Contractor will be fully responsible for all costs of repair, make good, or replace (with new) to the satisfaction of Department's representative.

4.2 Damage to the buildings, loss or damage to the furniture, equipment and effects forming part of this move must be the responsibility of this Contractor to repair, replace or make good within a period of thirty calendar days after completion of the move.

4.3 The Contractor is responsible to monitor, investigate and document losses of or damaged to government property, however, the client should be able to give a list within 7 working days from the date of the move.

#### **5 PREMISES ACCESS AND FACILITIES**

5.1 The Contractor must familiarize themselves with all conditions of all buildings affected site access, loading and unloading facilities, building access, elevator service, loading dock time uses, etc. No additional payments will be made as a result of the Contractor's failure to comply with this direction.

5.2 The Contractor must provide, when necessary, operators for all elevators used. The Contractor must make his own arrangements in all leased premises and pay any and all costs involved through the use and operation of elevators and loading dock facilities in any leased buildings involved. Elevators required for moving must be arranged at least 48 hours prior to the actual moving operation. The Department representative will assist the Contractor in obtaining these arrangements, if required.

5.3 All elevators in Crown-owned buildings will be pre-serviced to minimize the possibility of breakdown or delay. The cooperation of building management in the leased buildings will be requested to do the same. No guarantee of full service is implied and time loss or costs incurred as a result of breakdown will be the responsibility of the Contractor.

5.4 Contractor's workmen may use designated washroom facilities, without causing any disruption to the building operation.

#### **6 CONTRACT SUPERVISION AND PERSONNEL**

6.1 The Contractor must provide competent supervisors at each end of the move and at all times during the move. The Contractor must designate responsible coordinator(s) for ensuring the client's specific instructions regarding all aspects of the move are complied with.

6.2 The Contractor must maintain communications during the moving operation with the departmental representatives and his supervisory staff at all locations of work.

6.3 During the period of the move the client department will provide staff to assist in tagging and indicate placement of articles.

6.4 Only experienced and skilled personnel must be used for moves.

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6.5 The Client must be responsible for coordination with any other Contractors hired by the Crown to handle assembly or disassembly of any equipment, and including, but not limited to, electrical and cabling requirements.

## **7 INVENTORY**

7.1 The inventory of furnishings and equipment are approximate and must not be considered the total works. Items of office equipment such as waste baskets, file baskets, etc. which may be included on the list are an integral part of the move. The Contractor must, on a site visit, familiarise themselves with and ascertain the total scope of the inventory. No extras to the contract will be allowed for unlisted items unless first verified and accepted by Department's representative.

## **8 EQUIPMENT AND SUPPLIES**

8.1 All vehicles, vans, trailers, lift trucks, hydraulic tools, dollies, computer carts, hand trucks, hand tools, protective covers, mats, ramps and any other equipment or tools used on moves must be provided by the Contractor and are to be in first class, clean condition to ensure against injury, damage, breakdown or delay.

8.2 The Contractor must ensure that the clients will be operational by the time and date specified.

8.3 The Contractor must ensure that resilient floorings, carpets, marble and terrazzo floors are protected from damage during the moves (origination and destination).

8.4 All heavy pieces of equipment and machinery must be moved on proper dollies and over-planking and safe floor coverings to prevent overloading or damage to floors in the existing building or new premises.

8.5 Forklift trucks, pallet transporter, hydraulic hand tools, dollies, computer carts, all other tools, accessories, blankets, including floors, walls, stairs, elevators, protection materials, etc. must be provided as required for the move. No forklifts or pallet transports must be used on pedestal flooring. Use of motorised forklifts or pallet transports is prohibited.

8.6 The Contractor must use an air ride suspension van or truck for the transfer of all special, delicate, light or heavy equipment and instruments, etc.

8.7 The Contractor must not move unmarked items unless advised otherwise.

8.8 The Contractor must be responsible for advising Department's representative immediately if a mishap, breakdown or accident has occurred, advise of any time delay and what action is being proposed to minimize the delay.

## **9 SPECIAL AREAS AND EQUIPMENT**

9.1 Packing and numbering of boxes and dismantling and assembly of shelving is to be in accordance with the client's system. The packing, labelling and unpacking of the material must be performed under the supervision of designated client department personnel.

9.2 An "Identification Area" will be set up in the Receiving locations to receive all items arriving untagged or unidentifiable. The client department's representative will verify these items and once identified, they must be moved to the proper location by the Contractor.

## **10 GENERAL**

10.1 The Client Department reserves the right to perform any dismantling or packing they deem necessary.

10.2 All filing cabinets, safes and security shelves, except lateral filing cabinets, must be transported with their contents.

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- 10.3 Contents of office desks, counters, shelving, bookcases, cupboards, lateral files and other like equipment must be packed and unpacked by the Client Department in cartons and tape supplied by Contractor.
- 10.4 The Contractor must not be responsible for transporting or relocating personal items belonging to Client Department personnel.
- 10.5 The Contractor must dismantle and reassemble counters, furniture, shelving, machines and equipment, as required.
- 10.6 Bulletin boards, pictures, maps, etc. must be removed and moved to their designated location in the new premises by the Contractor. The Client will arrange for rehangings of these items unless otherwise specified.
- 10.7 Dismantling of items of special equipment as required for the move will be carried out by the Contractor in the presence of a Tenant's representative and must be reassembled where directed.
- 10.8 Equipment which is sensitive to shock or vibrations must be packed by the Contractor and must be set on absorbent material in the form of packing or matting or other air cushioning material. These materials must prevent and protect the equipment from shock vibrations.
- 10.9 When packing small delicate instruments in cartons, the Contractor must place isolation sheet material to avoid direct contact of instruments.
- 10.10 All equipment which is supported by casters or dollies will be secured inside the moving vehicles by means of belts, ropes or similar fasteners. All electronic equipment will be covered with blankets, tarpaulins or similar material to protect finishes and protruding levers. No equipment will be allowed to make contact, or rest against other equipment. All will be isolated.
- 10.11 The Contractor will be responsible for the removal and relocation of all special and mechanical equipment. Disconnecting and reconnecting the equipment electrical supply will be the responsibility of the Department's Representative.
- 10.12 The Contractor must ensure that the trucks follow a pre-arranged route and that in the event of a problem, the driver will call the Contractor.
- 10.13 The Contractor must ensure that a replacement vehicle(s) and/or transports are immediately made available for smooth continuation of transporting to the destination, if at any point in transit a breakdown, accident or other mishap should occur.
- 10.14 Under no circumstances must combustible liquids be moved by the Contractor.
- 10.15 The Contractor is not responsible for the transport or relocation of plants or foliage.
- 10.16 The Contractor is to advise and supply as required materials such as cartons and tapes to the removal location well in advance of the scheduled move date.

## **11 STORAGE REQUIREMENTS**

- 11.1 The Project Authority will be granted access to warehouse facilities at all times.
- 11.2 The following services also form part of the warehousing services: create, provide and maintain a computerized inventory of all equipment and/or furniture stored, and spelling out the total amount of cubic feet of actual material warehoused. Information to be kept includes, but is not limited to, quantities, physical location of item and detailed descriptions of items.

11.3 The Contractor must provide lifting equipment, wrapping material, etc. for the proper storage of goods and disposal as well as all warehouse handling, including loading and unloading from trucks at warehouse dock.

## **12 TRAVEL AND LIVING**

12.1 Travel and living expenses may be necessary in the performance of the work in order to satisfy timelines.

12.2 The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

12.3 All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

## **13 SPECIAL REQUIREMENTS**

13.1 Special instructions will be provided for each job as required.

13.2 The Contractor must make an allowance for reasonable unscheduled delays. Department's representative will not be held responsible for any additional costs of this nature.

## **14 SECURITY REQUIREMENT**

14.1 Must adhere to Article 7.2 in Part A.

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## **Appendix 1 to Annex A**

### **FIRE SAFETY REQUIREMENT**

#### **1 Fire Safety Plan**

- 1.1 Contractors and their personnel must be familiar with this section and its requirements.

#### **2 Fire Department Briefing**

- 2.1 The Engineer must coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

#### **3 Reporting Fires**

- 3.1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- 3.2 Report immediately all fire incidents to the Fire Department as follows:
- a) Activate nearest fire alarm box, or
  - b) Telephone.
- 3.3 Person activating fire alarm must direct the Fire Department to scene of fire.
- 3.4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

#### **4 Interior and Exterior Fire Protection and Alarm Systems**

- 4.1 Fire protection and alarm systems must not be:
- a) Obstructed;
  - b) Shut-off; or
  - c) Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.
- 4.2 Fire hydrants, standpipes and hose systems must not be used for other than firefighting purposes unless authorized by the Fire Chief.

#### **5 Fire Extinguisher**

- 5.1 The Contractor must supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the Contractors physical plant on site.

#### **6 Blockage of Roadways**

- 6.1 The Fire Chief must be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

#### **7 Smoking Precautions**

- 7.1 Smoking is not permitted in any of the Wing buildings or facility.

#### **8 Rubbish and Waste Materials**

- 8.1 Rubbish and waste materials are to be kept to a minimum.
- 8.2 The burning of rubbish is prohibited.
- 8.3 Removal:
- a) All rubbish must be removed from the work site at the end of the work day or shift or as directed.

## **9 Flammable Liquids**

- 9.1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- 9.2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the Fire Chief.
- 9.3 Transfer of flammable liquids is prohibited within buildings.
- 9.4 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.
- 9.5 Flammable liquids having a flash point below 38 degrees Celsius such as naphtha or gasoline must not be used as solvents or cleaning agents.
- 9.6 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

## **10 Hazardous Substances**

- 10.1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.
- 10.2 The Fire Chief is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
- 10.3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch must be at the discretion of the Fire Chief. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.

## **11 Questions and/or Clarification**

- 11.1 Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Fire Chief.

**ANNEX B  
BASIS OF PAYMENT**

**1. Standing Offer Period:** 3 years from March 1, 2020 to February 28, 2023 inclusive.

Each year of the Standing Offer is defined from:

- Year 1 – March 1, 2020 to February 28, 2021 inclusive
- Year 2 - March 1, 2021 to February 28, 2022 inclusive
- Year 3 - March 1, 2022 to February 28, 2023 inclusive

**2. Equipment Rental and Supplies**

Rental equipment and supplies (not listed on Section 8 of the SOW), will be at actual cost without markup.

**2.1 Unspecified Moving Services**

Unspecified moving services not identified in the Standing Offer and to be supplied by the Offeror (other than free issue) will be priced at the Offeror's list price.

**3. Rates**

The rates quoted herein are firm unit prices in Canadian funds including Canadian customs duties, excluding Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable.

**3.1 Locations, Boundaries of Area**

**3.1.1 Location 1: Northwest (NW)** – includes Greater Thunder Bay, Rainy River, Kenora, Dryden and Sioux Lookout.

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$

2.3	<b>Supervisor:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	20 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	20 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	20 hours	\$	\$	\$	\$
3.9	<b>Class "A" Driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1) / roll 2) / roll 3) / roll 4) / each 5) / bag 6) / each	Not Applicable for Evaluation	1) \$ 2) \$ 3) \$ 4) \$ 5) \$ 6) \$	1) \$ 2) \$ 3) \$ 4) \$ 5) \$ 6) \$	1) \$ 2) \$ 3) \$ 4) \$ 5) \$ 6) \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							

5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive.	per hour	20 hours	\$	\$	\$	\$
5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	20 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive.	per hour	20 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	20 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address: <i>*1,000 ft<sup>2</sup></i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ft <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 1:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.2 Location 2: Northeast 1 (NE 1) – includes Greater Sault Ste. Marie.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, <u>during regular hours</u> , 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, <u>during regular hours</u> , 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double Sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$

5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address:  <i>*1,000 ff<sup>2</sup></i> <i>Estimated storage area for each move</i> - Anything less than a month will be prorated on a weekly basis	ft <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 2:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.3 Location 3: Northeast 2 (NE 2) – includes East to North Bay, West to Sudbury, North to Nipissing, Timmins, Kirkland Lake, Kapaskasing and South to French River.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address: <i>*1,000 ff</i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ff <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 3:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.4 Location 4: Northeast 3 (NE 3) – includes Pembroke, Petawawa and Renfrew.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (Ax C) + (Ax D)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, <u>during regular hours</u> , 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, <u>during regular hours</u> , 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture).  <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address:  <i>*1,000 ft<sup>2</sup></i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ft <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 4:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.5 Location 5: Southeast 1 (SE 1) – includes East to Cornwall; West to Smith Falls; North to Hawkesbury; South to Brockville; excluding the National Capital Area.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (Ax C) + (Ax D)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture).  <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address:  <i>*1,000 ff</i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ft <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 5:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.6 Location 6: Southeast 2 (SE 2) – includes East to Kingston, West to Peterborough/Lindsay, North to Madoc and South to Port Hope/Cobourg; excluding the National Capital.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (Ax C) + (Ax D)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address:  <i>*1,000 ff<sup>2</sup></i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ff <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 6:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.7 Location 7: Southeast 3 (SE 3) – includes East to Bracebridge, West to Tobermory/Owen Sound, North to Parry Sound and South to Borden including Barrie and Collingwood.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							

5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility: Address:  <i>*1,000 ff<sup>2</sup></i> <i>Estimated storage area for each move</i>  -Anything less than a month will be prorated on a weekly basis	ft <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 7:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.8 Location 8: Southwest 1 (SW 1) – includes East to Niagara Falls, West to Brantford, North to Hamilton/Burlington and South to Lake Erie.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility: Address:  *1,000 ff <i>Estimated storage area for each move</i> - Anything less than a month will be prorated on a weekly basis	ff <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 8:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.9 Location 9: Southwest 2 (SW 2) – includes East to Guelph, West to London/St. Thomas, North to Goderich/Fergus and South to Lake Erie.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (Ax C) + (Ax D)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility: Address:  <i>*1,000 ff</i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ff <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 9:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.10 Location 10: Southwest 3 (SW 3) – includes East to Chatham/Kent, West to Windsor, North to Sarnia and South to Leamington.**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, during regular hours, 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, outside regular hours, Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> During regular hours, 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / each	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility:  Address: <i>*1,000 ft<sup>2</sup></i> <i>Estimated storage area for each move</i>  - Anything less than a month will be prorated on a weekly basis	ft <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 10:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**3.1.11 Location 11: Greater Toronto and Adjacent Areas (GTAA) – includes Metro Toronto, East to Clarington, West to Halton Hills/Milton, North to Newmarket and South to Lake Ontario**

			A	B	C	D	E
Item	Class of Labour, Plant or Material	Unit	Estimated Usage / Year	Year 1 (firm unit price)	Year 2 (firm unit price)	Year 3 (firm unit price)	Extended Price (Applicable Tax Extra) (AxB) + (AxC) + (AxD)
<b>1. Mobilization and Demobilization Cost:</b>							
1.1	All inclusive of transporting equipment and personnel to and from job site (portal to portal), includes travel time for personnel and vehicle & driver to be on-site.	Flat rate per vehicle per day	8 days	\$	\$	\$	\$
<b>2. Labour:</b>							
2.1	<b>Supervisor:</b> On-site productive hours, <u>during regular hours</u> , 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.2	<b>Helper:</b> On-site productive hours, <u>during regular hours</u> , 0800 to 1700 hours; Monday to Friday inclusive.	per hour	50 hours	\$	\$	\$	\$
2.3	<b>Supervisor:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
2.4	<b>Helper:</b> On-site productive hours, <u>outside regular hours</u> , Monday to Friday inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	60 hours	\$	\$	\$	\$
<b>3. Vehicle:</b>							
3.1	<b>Van with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$

3.2	<b>Straight Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.3	<b>Trailer Truck with driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.4	<b>Class "A" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.5	<b>Class "B" Driver:</b> <u>During regular hours</u> , 0800 to 1700 hours, Monday to Friday inclusive. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.6	<b>Van with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	5 hours	\$	\$	\$	\$
3.7	<b>Straight Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$
3.8	<b>Trailer Truck with driver:</b> <u>Outside regular hours</u> , Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	25 hours	\$	\$	\$	\$

3.9	<b>Class "A" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
3.10	<b>Class "B" Driver:</b> <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays. NOTE: Driver herein will be a working driver assisting with the move.	per hour	3 hours	\$	\$	\$	\$
<b>4. Materials:</b>							
4.1	Standard 2 ft <sup>3</sup> carton boxes	per box	600 units	\$	\$	\$	\$
4.2	Rental –Regular Plastic Bins with Lids.	each/day	250 units	\$	\$	\$	\$
4.3	3" core x 1-7/8" wide Packing Tape, 66 m/roll	per roll	60 units	\$	\$	\$	\$
4.4	Packing Labels, 12 labels per sheet, each label 3" w x 2" h	per sheet	125 units	\$	\$	\$	\$
4.5	Extraordinary packing supplies: 1. Bubble wrap 2. Double sided tape 3. Shrink wrap 4. Keyboard bags 5. Clips & anchors 6. Bin ties	1. / roll 2. / roll 3. / roll 4. / each 5. / bag 6. / bag	Not Applicable for Evaluation	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	1. \$ 2. \$ 3. \$ 4. \$ 5. \$ 6. \$	Not Applicable for Evaluation
4.6	Delivery Charge: Delivery of packing material, boxes, bins, etc.	lot price	8 lots	\$	\$	\$	\$
<b>5. System Installation:</b>							
5.1	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$

5.2	<b>Supervisor:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
5.3	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>During regular hours,</u> 0800 to 1700 hours, Monday to Friday inclusive.	per hour	25 hours	\$	\$	\$	\$
5.4	<b>Installer:</b> On-site productive hours (Example assemble / dismantle of furniture). <u>Outside regular hours,</u> Monday to Fridays inclusive, all day Saturday, Sunday & Statutory Holidays.	per hour	25 hours	\$	\$	\$	\$
<b>6. Storage Facility:</b>							
6.1	Specify location of storage facility: Address:  <i>*1,000 ff<sup>2</sup></i> <i>Estimated storage area for each move</i>  -Anything less than a month will be prorated on a weekly basis	ff <sup>2</sup> /month	40 moves /month*	\$	\$	\$	\$
<b>Total Extended Price for Location 11:</b>							\$

**Note: All lines and rows that are highlighted in grey, will be removed at Standing Offer Issuance.**

**ANNEX C  
STANDING OFFER REPORTING DATA**

(The report must include the following information.)

The Offeror understands that it is their responsibility to implement a system for tracking all call-ups against this standing offer in order to provide usage reports. Failure to comply may result in the setting aside of the Standing Offer.

Reports must be submitted to the Standing Offer Authority to: [shannon.brewster@pwgsc.gc.ca](mailto:shannon.brewster@pwgsc.gc.ca)

Standing Offer Reporting Data must be submitted every quarter, detailing the information below. If not goods are called up during a given period, the Offeror must still provide a "NIL" report.

Offeror's Name: _____		Offeror's Contact Info: _____			
Item Description: _____					
Standing Offer No: (Insert Standing Offer Number)			Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)
Total Value to Date \$		Total Value for Reporting Period \$	Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)
Department Requesting	Invoice #	Location	Date of Order (DD/MM/YYYY)	Date of Completion (DD/MM/YYYY)	Total Value of Order

Refer to Part 7A, article 7.3.2.

NIL REPORT: We have not done any business with the federal government for this period.

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.

---

## ANNEX D INSURANCE REQUIREMENTS

### 1. Commercial General Liability Insurance

- A. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- B. The Commercial General Liability policy must include the following:
- (i) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (ii) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (iii) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (iv) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (v) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (vi) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (vii) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (viii) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - (ix) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (x) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (xi) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (xii) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (xiii) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - (xiv) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - (xv) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),*

*Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

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

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

**2. Automobile Liability Insurance**

- A. Automobile Liability [Sections A & B] insurance must be effected by the Contractor and maintained in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence.
- B. The policy must include the following:
  - (i) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (ii) Accident Benefits - all jurisdictional statutes
  - (iii) Uninsured Motorist Protection
  - (iv) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**3. Warehouseman's Legal Liability Insurance**

- A. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$250,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
- B. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
- C. The following endorsements must be included:
  - (i) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - (ii) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - (iii) Loss Payee: Canada as its interest may appear or it may direct.
  - (iv) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Identified User and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

#### **4. All Risk in Transit Insurance**

- A. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$250,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
- B. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- C. The All Risk Property in Transit insurance must include the following:
  - (i) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
  - (ii) Loss Payee: Canada as its interest appears or as it may direct.
  - (iii) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Identified User and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## ANNEX E SECURITY REQUIREMENTS CHECK LIST

	Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat <b>E6TOR-19RM02</b>
		Security Classification / Classification de sécurité UNCLASSIFIED

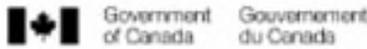
### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Régionale	
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 RMSO to provide all labour, material and equipment required for the provisions of moving and storage services, on an 'as and when required' basis, to authorized Federal Government and Agencies in the Ontario region, excluding NCR		
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	
5. 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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <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:	
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 checked="" 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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>		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"/>

TBS/SCT 250-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat E6TOR-19RM02
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux : _____		

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

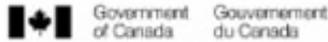
**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat E6TOR-19RM02
Security Classification / Classification de sécurité UNCLASSIFIED

**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 / CONFIDENTIAL	SECRET / SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIAL	NATO SECRET / SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	Protected / Protégé			CONFIDENTIAL / CONFIDENTIAL	SECRET / SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / renseignements / biens		<input checked="" type="checkbox"/>														
IT Media / Support IT / L'Info / Les électroniques																

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 le 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 le case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

**ANNEX 'F' to PART 4 OF THE REQUEST FOR STANDING OFFERS  
MANDATORY TECHNICAL EVALUATION CRITERIA**

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

**1. Mandatory Technical Criteria**

The Offeror must provide documentation and demonstrate in the offer that they meet each and every criterion. **Failure to provide supporting documentation will result in the offer being deemed non-responsive.**

**1.1 Description Guide:**

**Moving Team:** is defined as a minimum one (1) Driver, one (1) Installer, one (1) Mover/Helper and one (1) Supervisor.

#	Mandatory Criteria	Identify corresponding page number in Offer
<b>M1</b>	<p>The Offeror must demonstrate that they have a minimum of three (3) years' experience, within the last 10 years, in performing commercial office move projects.</p> <p>To demonstrate compliance, the Offeror must submit supporting documentation to substantiate the years and type of business with their offer.</p>	
<b>M2</b>	<p>The Offeror must propose a Site Supervisor who has a minimum of 3 years' experience, within the last 10 years, in supervising a Moving Team. To demonstrate this, the Offeror must provide a copy of their curriculum vitae (CV) demonstrating the above experience.</p>	
<b>M3</b>	<p>The proposed resource for <b>M2</b> must have a valid first-aid training certification, Health &amp; Safety training certification and a WHMIS training certification.</p> <p>The Offeror must provide a copy of the above certifications. If a copy of each certification is not provided with the offer at bid closing, they must be provided within 2 days of request from the Standing Offer Authority.</p>	
<b>M4</b>	<p>The Offeror must demonstrate that they have access to a minimum 2000 sq. ft. storage facility and it must include the following: climate control, ventilation and a security system. The proposed storage facility must not be a public storage facility.</p> <p>For the proposed storage facility, the Offeror must provide printed documentation, indicating the size, climate control, ventilation and a security system. Acceptable documentation would include, but not limited to:</p> <ol style="list-style-type: none"> <li>1. A floor plan for the proposed facility;</li> <li>2. A facility or company brochure; or</li> <li>3. A fire safety plan for the proposed facility.</li> </ol> <p>For the proposed storage facility, the Offeror must provide documentation indicating if it is owned or rented. Acceptable documentation would include, but not limited to:</p> <ol style="list-style-type: none"> <li>1. Deed to the Property; or</li> <li>2. Copy of the Rental Agreement - indicating the duration of the lease agreement which must be for the 3 year duration of the Standing Offer.</li> </ol>	

<b>M5</b>	<p>The Offeror must demonstrate that they own a minimum of two (2) straight trucks* and one (1) cargo van.</p> <p>*A straight truck is defined by having a 5 ton weight capacity limit.</p> <p>To demonstrate compliance, the Offeror must submit a list of their fleet.</p>	
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## 2. Point Rated Criteria

The point rated criteria will be used to evaluate each offer that has met all of the mandatory criteria. Offeror's are advised to address each of the criteria in the order in which they appear and in sufficient depth in their offers to enable a thorough assessment. Assessments will be based solely on the information contained within the offer.

Only those offers which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section will be further considered for issuance of a RMSO. Offers not meeting the minimum points required will be deemed non-responsive.

#	Rated Criteria	Points Max.	Proposal Page #
<b>R1</b>	<p>The Offeror should demonstrate that they have a minimum of three (3) projects, within the last two years, where they have assembled and disassembled office system furniture for commercial or office moves that involved the move of a minimum of 10 employees.</p> <p>*The following information should be provided:</p> <ul style="list-style-type: none"> <li>- Name of project;</li> <li>- Project duration, start and completion dates;</li> <li>- A summary description of the services provided relative to the assembling and disassembling of office system furniture;</li> <li>- Number of employees moved;</li> <li>- Number and title of each resource (Moving Team title) assigned to the project; and</li> <li>- Reference contact person (including name and telephone number or email address) for each project referenced, who may or may not be contacted</li> </ul> <ul style="list-style-type: none"> <li>• 4 points for each project up to a maximum of 20 points.</li> </ul>	<b>20</b>	

<b>R2</b>	<p>The Offeror should demonstrate that they have the ability to provide certified* installers for the following system furniture. The certified installer must be approved by the listed manufacturer or dealers licensed and trained to assemble said product and maintain full dealer warranties as applicable.</p> <ol style="list-style-type: none"><li>1. Teknion</li><li>2. Steelcase</li><li>3. CorCan</li><li>4. Haworth</li><li>5. Herman Miller</li><li>6. Precision</li><li>7. Global</li><li>8. Knoll</li><li>9. Hexo</li><li>10. TAB</li></ol> <p>*The Offeror must provide proof of the installer's valid certification for each system furniture identified in order to receive points.</p> <ul style="list-style-type: none"><li>• 1 point for each system furniture certified installer up to a maximum of 10 points.</li></ul>	<b>10</b>	
<b>R3</b>	<p>The Offeror should demonstrate that they are able to provide straight trucks, over and above the mandatory requirements outlined in M5.</p> <p>A straight truck is defined by having a 5 ton weight capacity limit.</p> <ul style="list-style-type: none"><li>• 2 points for each straight truck up to a maximum of 6 points.</li></ul> <p><i>*The proposed straight trucks in M5 will not be considered for evaluation in this criteria. The fleet list provided for M5 will be used for this criteria.</i></p>	<b>6</b>	

<b>R4</b>	<p>The Offeror should demonstrate that they are able to provide cargo vans, over and above the mandatory requirements outlined in M5.</p> <ul style="list-style-type: none"> <li>• 2 points for each cargo van up to a maximum of 6 points.</li> </ul> <p><i>*The proposed cargo van in M5 will not be considered for evaluation in this criteria. The fleet list provided for M5 will be used for this criteria.</i></p>	<b>6</b>	
<b>R5</b>	<p>The Offeror should demonstrate that the following packaging products have been produced with biodegradable or recycled materials:</p> <ul style="list-style-type: none"> <li>- Cardboard boxes</li> <li>- Plastic bins</li> </ul> <p>The Offeror must provide proof of the above in order to receive full points. Proof could include, but not limited to, the suppliers literature.</p> <ul style="list-style-type: none"> <li>• 5 points for each packaging product up to a maximum of 10 points.</li> </ul>	<b>10</b>	
<b>R6</b>	<p>The Offeror should demonstrate that their fleet consists of Alternatively Fueled Vehicles such as electrically fueled or fueled using biodiesel.</p> <ul style="list-style-type: none"> <li>• 2 points for each alternatively fueled vehicle up to a maximum of 8 points.</li> </ul>	<b>8</b>	
<b>R7</b>	<p>The Offeror should demonstrate that they use a battery powered lift gate or other option that does not require the engine to be on.</p>	<b>2</b>	
<b>R8</b>	<p>The Offeror should demonstrate that they offer plastic-free alternatives to bubble wrap. Alternatives could include corrugated bubble, green wrap or indented kraft paper.</p> <ul style="list-style-type: none"> <li>• 1 point for each alternative up to a maximum of 3 points.</li> </ul>	<b>3</b>	
<b>Maximum Available Points:</b>		<b>69</b>	
<b>Minimum Pass Mark (70%):</b>		<b>48</b>	

**ANNEX 'G' to PART 3 OF THE REQUEST FOR STANDING OFFERS  
ELECTRONIC PAYMENT INSTRUMENTS**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX 'H' to PART 5 OF THE REQUEST FOR STANDING OFFERS  
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY**

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a **federally regulated employer** being subject to the ***Employment Equity Act***.
- A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Offeror certifies already having a valid and current ***Agreement to Implement Employment Equity*** (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Offeror certifies having submitted the ***Agreement to Implement Employment Equity (LAB1168)*** to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Offeror is not a Joint Venture.

**OR**

- B2. The Offeror is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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**ANNEX 'I' to PART 5 OF THE REQUEST FOR STANDING OFFERS**  
**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with Part 5 - Certifications and Additional Information, Article 5.2.1, Integrity Provisions – Required Documentation, the required documentation which needs to be provided is a complete list of names of all individuals who are currently directors of the Offeror before contract award. Offeror's are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

**2. Procurement Business Number (PBN)**

In accordance with Section 02, Procurement Business Number of the [2006](#) (2019-03-04) Standard Instructions – Request for Standing Offers - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Offeror are requested to provide their PBN with their bid.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.