

STATEMENT OF WORK

**Relocation of NRCan's Geological Earth Material Collection from
Finance Annex Building, 100 Yarrow Driveway, Ottawa to
3020 Hawthorne Road, Ottawa**

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SW-1 BACKGROUND

Natural Resources Canada (NRCan) maintains an extensive collection of earth materials and storage units for the Geological Survey of Canada (GSC) at the Finance Annex Building at 100 Yarrow Driveway, Ottawa, ON. This building has been slated for demolition, and so the earth material collection and related building contents must be relocated to a new warehouse at 3020 Hawthorne Road, East Industrial, Ottawa, ON.

Public Services and Procurement Canada (PSPC) has directed Brookfield Global Integrated Solutions (BGIS) to manage a contractor responsible for the cleaning and packaging of NRCan items. The BGIS procured contractor will transfer cleaned and packaged NRCan items to the NRCan procured moving contractor at the North parking lot at 100 Yarrow Driveway.

Starting June 2020, a contractor procured and managed by Brookfield Global Integrated Solutions (BGIS), through Public Services and Procurement Canada (PSPC) will clean and package NRCan items inside of the building and transfer them to NRCan's moving contractor at the North parking lot at 100 Yarrow Driveway.

The purpose of this RFP is for NRCan to obtain offers from interested and qualified professionals specializing in the transportation and unloading of heavy material to perform the work as outlined below.

SW-2 DEFINITIONS

“Barcode system” means a system of barcodes linked to a digital packing list, for the purposes of item tracking. Note: **ONLY** geological rock collections have barcodes. Cases, racking and cabinets are not barcoded.

“Digital Packing List” means the Excel file listing all geological rock collections used to track items throughout the packaging and moving processes. The digital packing list will be supplied by the BGIS contractor responsible for the cleaning and packing portion of the project.

“Labelling” means the flagging/sticker system implemented to identify the handling requirements for collections and storage items:

- *Green* stickers indicate that the item will be taken to the warehouse at Hawthorne Road;
- *Blue* stickers indicate that the item will be moved to Hawthorne Road last, if possible;
- *Red* stickers indicate that the item is waste, and will not be included for transportation to Hawthorne Road.

“NRCan” means Natural Resources Canada, the Departmental Authority for the management of the overall contract.

“NRCan Items” means geological rock collections packaged in pallets; storage units, and warehouse equipment.

“Moving Contractor” means the person or entity awarded the contract for the relocation of NRCan's items, and responsible for the day to day operations and oversight of moving and relocation activities.

“Short Term Storage” means temporary storage to be used as a swing space for NRCan items before internal access to the warehouse at Hawthorne Road is permitted. Recommended short-term storage includes an enclosed, weather proof, rear-loading trailer (maximum length of 52 feet), parked at 3020 Hawthorne Road.

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

“Work” means everything that is necessary to be done or delivered by the moving contractor to fulfill the contract in accordance with the Statement of work.

SW-3 INVITATION AND SCOPE

NRCan invites qualified moving contractors to provide proposals for the services for the relocation of GSC earth material and relevant items from 100 Yarrow Driveway, Ottawa, ON to 3020 Hawthorne Road, Ottawa, ON.

Work under this contract covers the supply of all labor, equipment, oversight and transportation necessary to relocate NRCan items.

The cleaning and packing contractor procured by BGIS has the following schedule of completion requirements: All material must be removed [from 100 Yarrow Driveway] by **September 30, 2020** and all work must be completed by **October 31, 2020**. The NRCan moving contractor shall integrate this schedule to ensure timelines are synchronized. The moving contract completion schedule will allow for an additional two weeks for any remaining work at 3020 Hawthorne Road (i.e., all work must be completed at Hawthorne by **November 13, 2020**)

SW-4 CONTRACTOR RESPONSIBILITIES

4.1 Coordination

The Contractor will be required to coordinate closely with onsite representatives throughout the contract. Due to the complexity and level of coordination required for this project to be successfully executed, the Contractor should appoint a qualified person (i.e. project manager, move coordinator or crew supervisor) dedicated to working as a liaison between PSPC/BGIS and NRCan Project Authority.

Upon contract award, the contractor will attend a kick-off meeting between NRCan Project Authority, on-site BGIS Contractor to determine and plan for the requirements of the work. Written approval is required from the NRCan Project Authority when a change in the project planning may alter the scope of work.

The moving contractor shall take all reasonable precautions to ensure that project work is conducted in a manner that does not interfere with the concurrent BGIS contractor operations, or impact occupant health and safety or the environment. As required, applicable organizations must be contacted to obtain permits for any work that could impact services like municipal infrastructure, etc.

In the event that the warehouse at Hawthorne Road is not accessible for material unloading, the moving contractor will be required to provide enclosed containers as “*short-term storage*” to be located at the Hawthorne Road loading bay and/or parking lot. The contractor will be responsible for relocating the items stored in short-term storage containers to the internal warehouse at 3020 Hawthorne Road once accessible. The maximum estimated need for short-term storage is two (2) weeks.

4.2 Oversight

The moving contractor shall make notes (in written format) of the condition of items transferred by the BGIS Contractor at the Yarrow parking lot. The contract must verify that packaging is appropriate for safe shipping/loading, and corresponds to the inventory provided in the digital packing list. Any discrepancies must be identified and remediated with the coordination of NRCan Project Authority and BGIS procured contractor.

4.3 Scheduling

The moving contractor shall communicate with the NRCan Project Authority on a weekly basis, and provide a regularly-updated master schedule. The NRCan Project Authority shall immediately be informed of any proposed changes to the master schedule.

The moving contractor shall provide an adequate number of movers at both Yarrow Driveway and Hawthorne Road locations, as required, during regular working hours from Monday to Friday, 8:30am to 5:00 pm, and on weekends, Saturday and Sunday, if required. No current schedule has been determined by the BGIS procured contractor responsible for cleaning and package. It is therefore important that the moving contractor be able to rapidly reorganize if the established work sequence or activities are stopped/changed for any reason.

4.3 Contractor Expertise and Equipment

The moving contractor shall provide all the resources, tools, equipment, and supplies necessary to perform all tasks properly, efficiently and safely, at no additional cost to NRCan.

The moving contractor shall ensure that drivers are fully trained and experienced heavy item movers. The moving contractor shall provide all equipment necessary for the moving of heavy items, including but not limited to an appropriate type and adequate number of trucks required for the transportation of heavy material, cargo control aids, pallet lift trucks and a barcode scanner to track barcoded items on the prepared digital tracking list.

The moving contractor shall provide the necessary trucks to transport all materials in a safe and efficient manner, and according to the work master schedule. The contractor must ensure that a sufficient number of trucks, including back-up vehicles are available at 100 Yarrow Driveway to receive prepared NRCan items for transportation to avoid delays. The contractor must ensure that back-up vehicles, in case of breakdown, are readily available at no additional cost to this contract.

SW-5 INVENTORY



There are two main categories of items to be relocated: material on pallets, and “other” types of items. The estimated total weight of material on pallets is: **1,314,309 kilograms**.

The estimated counts of items to be moved are listed below.

NOTE: The quantities specified are provided for evaluation purposes only.

5.1 Palletized Items




Wood pallets will be the base for packaging and shipping of the collections and/or grouped materials. BGIS procured cleaning and moving contractor shall use pallets appropriately sized in accordance with the materials dimensions and building load capacity. The maximum allowable load per 1200mm x 1200 mm (4'x4') pallet is 2,000 lbs (125psf).





Item Type	Estimated Item count	Pictures of NRCan Items (pre-cleaned, and pre-packed)
Wooden Trays	44,000	
Core boxes (Wooden, PVC, etc.)	6,800	

<p>Metal Pails</p>	<p>333</p>		
<p>White vial boxes</p>	<p>>1,000</p>		
<p>Large rocks directly on pallets</p>	<p>25</p>		

<p>Banker Boxes</p>	<p>600</p>		
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5.2 “Other” Types of Items

Unit Type	Estimated Unit Count	Pictures of NRCan Items (pre-cleaned, and pre-packed)	
<p>Map drawer units</p>	<p>29 (5-6 drawers per unit)</p>		
<p>Cabinets / Racking (open and closed metal cabinets and racking)</p>	<p>2000</p>		

<p>Laboratory Equipment: 1 drill press, 1 dust collector</p>	<p>2</p>		
<p><u>Warehouse Equipment:</u> Tray carts (3); Flat bed carts (8); Tray Lifts (5); Rolling stairs (5); Rock crackers (2); Tables (10); Step stools (8); Vacuums (2); Industrial fans(4); Sediment filtering racking (2); Pallet(s) of misc. supplies in bankers boxes; Orange redi-racking table supports.</p>	<p>50 +</p>		
<p>Office Equipment and Material: Printer (1) + supplies (extra toner/paper stock); Computers (7) /keyboards; (3) /monitors (3) + misc equipment; Label printer (1) + supplies (labels and</p>	<p>20 +</p>		

printer ribbon); small fridge(1); microwave (1)		
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SW-6 LOADING AND UNLOADING POINTS

6.1 At the Point of Transition

The materials transfer point from the BGIS Contractor to the moving contractor is the North parking lot at the Finance Annex Building, 100 Yarrow Driveway. The BGIS Contractor will place the NRCan items within the moving contractor’s shipping container and will provide the moving contractor the digital packing list. If the NRCan moving contractor must re-package a pallet, the digital tracking list be updated to reflect the changes made. Once transferred from the BGIS Contractor, the moving contractor shall take full responsibility of the items and all loading, transportation, and unloading activities at Hawthorne Road and/or any “short-term storage” location.

6.2 At the Receiving Location

In addition to the digital tracking list provided by the BGIS Contractor, the moving contractor shall submit weekly digital tracking list and associated map to the NRCan Project Authority that includes:

- Date of transportation;
- Name(s) of contractor employee(s) responsible for loading and unloading;
- Truck and container number(s);
- Transportation details: e.g., pallets 1-60 were received and transported in container X and placed in location X in the warehouse.
- A map of the location of all unloaded skids at 3020 Hawthorne Road (using pallet numbers that are itemized in the digital tracking documents)

The moving contractor shall ensure that the transported material is unloaded and stored at the Hawthorne Road warehouse with the following configuration:

- NRCan items must be stored with like NRCan items (i.e., all core samples are stored together in one area of the warehouse, all wooden trays are stored together in one area of the warehouse);
- NRCan items stored in banker boxes, and map drawers must be stored together in one area of the warehouse and must remain accessible;
- Items flagged with blue stickers must remain accessible (closest to the exit doors), and moved to Hawthorne Road last, if possible;
- The pallets that contain any of the Earth Material Collection cannot be stacked on top of another pallet;
- Storage capacity and space is optimally used while allowing material to be accessible.

SW-7 HEALTH AND SAFETY PROGRAM

The moving contractor shall establish a detailed Health and Safety Plan (HASP), including a Safety Communication Plan and an Emergency Preparedness Plan. A complete copy shall be provided to the NRCan Project Authority prior to commencing any work.

COVID-19 control measures will be in effect at work locations included in this project. The moving contractor shall adhere to Public Health Agency of Canada (PHAC) directives on COVID-19, as well as basic measures set by NRCan Occupational Health and Safety (Annex A).

Health and safety measures, including any COVID-19 protocols, must be specified in the HASP. These measures will be mandatory for all on-site personnel and all site visitors. The moving contractor is responsible for ensuring the health and safety of all its employees, sub-contractors, and others at the site(s) during the loading, transportation, and unloading activities.

As condition of contract award, the selected moving contractor shall provide to NRCan for review and assessment a COVID-19 site-specific Occupational Health and Safety Records Plan based on the [Canadian Construction Association's latest COVID-19 Standardized Protocols for All Canadian Construction Sites](#).

SW-8 LIABILITIES

The moving contractor is liable for any damage caused by its employees, subcontractors, or agents to Canada or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the contract.

SW-9 COMMUNICATION

All formal communication (e.g., letters of direction, approvals, etc.) will be between the NRCan Project Authority and the moving contractor. NRCan will provide the contractor with onsite contacts.

All on site work shall be arranged through the NRCan Project Authority in collaboration with BGIS and PSPC. The contractor may not go onsite without the prior knowledge of the NRCan Project Authority.

Any queries about the project from the public, the media, or others shall be referred to the NRCan Project Authority. Any media requests will be answered by NRCan Communications, and not by the Contractor or members of the Contractor's team.

SW-10 TASKS

SW-10.1 Review Existing Documentation, Legislation and Standards

The content of this section is not all inclusive. It is the responsibility of the contractor to ensure that all relevant regulations, guidelines and standards are met, as applicable to this scope of work.

The contractor shall comply with all applicable regulations and standards in force where the work is to be performed, including but not limited to:

- Canadian Environmental Protection Act, 1999 (CEPA).
- Health Canada
 - Workplace Hazardous Materials Information System (WHMIS)
- Canada Labour Code Part II: Occupational Health and Safety
 - Canada Occupational Health and Safety Regulations
- Transport Canada
 - Transportation of Dangerous Goods Act
- National Building Code of Canada
- Ontario Building Code 2017
- National Fire Code 2015

The following supporting documentation:

- Buildings drawings for 3020 Hawthorne Road.

All relevant information relating to the BGIS procured services (cleaning and packing) will be provided to the contractor upon award of the contract.

SW-10.2 Loading, Transportation and Unloading

The moving contractor shall determine the best method(s) to transport the packaged items to the destination facility, and unload them at the Hawthorne Road warehouse. The moving contractor shall provide the necessary trucks to transport the materials in a safe and efficient manner, and according to the established schedule.

The moving contractor shall maintain the site in a clean and safe condition at all times, and ensure that the health and safety of the public is a priority during any activity onsite. Vehicular and pedestrian traffic and circulation around the building must be maintained at all times, unless appropriate permits are obtained to allow restrictions. Idling of vehicles, which contribute to noise, vibration and emissions is prohibited when vehicles are not in use.

The Moving Contractor shall take all appropriate measures to protect property during the entire moving process. This includes protecting items from exposure to inclement weather during loading, unloading, and transportation.

Loading and transportation of items shall consider:

- route efficiency including distance, traffic volume, time of day, and road restrictions;
- individual per trip load limits on municipal roads;
- most efficient shipment configuration while adhering to all road and load restrictions;
- special packaging/handling/transportation instructions for fragile items to ensure material integrity throughout the process; and
- additional municipal by-laws regarding load and road accessibility, if necessary.

Loading and Transportation

At both Yarrow and Hawthorne locations, trucks shall only be parked in areas approved by the NRCan Project Authority and PSPC/BGIS. Activities are anticipated to be carried out during regular working hours from Monday to Friday, 8:30 AM to 5:00 PM, and on weekends, Saturday and Sunday, if required. No current schedule has been determined by the BGIS procured contractor responsible for cleaning and package.

Prior to transporting any items, the moving contractor shall ensure that all NRCan items are secured safely within the vehicle. All packaged material shall meet the regulated maximum pallet weight for the vehicle.

The moving contractor shall implement dust and noise controls in accordance with City of Ottawa bylaws during the loading of the material, and ensure traffic controls for trucks entering and leaving properties, as required.

Unloading and Temporary Storage

This task does not include the unpacking of items; it is limited to unloading and arranging items as per the proposed warehouse storage configuration in **SW-6.2**. The total area of the warehouse is **5,808 m²**.

If the warehouse at Hawthorne Road is not yet accessible at the time of transportation due to ongoing fit-up construction, the packaged materials shall be placed in closed containers and temporarily stored at the Hawthorne Road loading bay and/or parking lot. The moving contractor shall be responsible for procuring temporary storage units.

SW-11 REPORTING

All required reports shall be written in English unless otherwise specified by the NRCan Project Authority. The moving contractor shall provide the NRCan Project Authority with:

- weekly schedule updates and progress/status reports detailing progress to date, outstanding issues, and any problems encountered.
- weekly digital tracking list and associated map.

These weekly reports can be sent by e-mail to the NRCan Project Authority. NRCan shall be kept aware of all project schedule changes, major findings, and milestones. The moving contractor shall maintain regular communications with the NRCan Project Authority throughout the project.

SW-12 QUALITY ASSURANCE/QUALITY CONTROL

NRCan may engage a Third Party Contractor to provide oversight and administration of quality assurance and quality control (QA/QC) procedures throughout the project. The Contractor will be responsible for adhering to the QA/QC procedures that the Third Party Contractor identifies and/or implements to maintain the integrity of the cleaning, packaging and relocation procedures.

Annex A – COVID-19 MEASURES

NOTE: COVID-19's Public Health Agency of Canada (PHAC) guidelines take precedence over federal/provincial jurisdiction and NRCan Health authorities. The COVID-19 pandemic situation is ever-changing, so the following COVID-19 measures will need to be updated to reflect new guidance from PHAC, and/or other governing bodies having jurisdiction, as applicable.

The moving contractor shall follow established COVID-19 control measures throughout the project. Consult the [Government of Canada COVID-19 webpage](#) for more information.

KEY PREVENTION STEPS

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Clean and disinfect objects and surfaces that are frequently touched.
- Cover your cough or sneeze with your elbow or a tissue, throw tissue in a trash bag and immediately wash hands.
- Stay home if you are sick or have a household member who is sick.

SAFE WORK PRACTICES

Provided no more than the allowed number of workers will be working in any one space at a time:

- reduce face-to-face meetings and hold site meetings in open spaces or outside;
- maintain a list of workers on site and update it daily; and
- send anyone with COVID-19 symptoms home/for assessment and direct them to self-isolate for 14 days.

BASIC MEASURES

Below are workplace measures and protocols common to warehouses and expected to be followed by the moving contractor. Additional protocols can be adapted based on the [Canadian Construction Association COVID-19 Standardized Protocols for All Canadian Construction Sites](#).

- Proper care should be taken to prevent the spread of illness within a warehouse facility. The moving contractor is advised to wear protective masks to prevent spreading illness to others.
- The moving contractor shall recognize and minimize any COVID-19 risks within the workplace, and report any potential COVID-19 risk and hazard to the NRCan Project Authority and/or Departmental Representative.

The moving contractor shall consider implementing the following COVID-19 control measures:

- Control or reduce the number of people on-site personnel interact with - physical distancing requires fewer people within an enclosed workspace.
- Consider limiting the number of entry points and using floor markings to show where people should move and how they should distance themselves.
- Consider using Personal Protective Equipment (PPE) that is suited to warehouse workers, forklift operators and material handlers, such as: Gloves to limit contact with surfaces, products, etc., Goggles or Face Shields to act as a barrier/separation. They should be assigned to individuals and not shared, and can be reused regularly if kept clean.