



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

Health Canada / Santé Canada

Bid receiving/Réception des soumissions:

Email/Courriel:
marie-france.gagnon2@canada.ca
Solicitation # / # de sollicitation: 1000211391

Attn: Marie-France Gagnon
Senior Procurement and Contract
Officer/Agent principale de contrats et
d'approvisionnement

**REQUEST FOR STANDING OFFER
DEMANDE DE OFFRE À COMMANDES**

Proposal To: Health Canada/Public Health
Agency of Canada
We hereby offer to sell to Her Majesty the
Queen in right of Canada, in accordance
with the terms and conditions set out
herein, referred to herein or attached
hereto, the goods, services, and
construction listed herein and on any
attached sheets at the price(s) set out
thereof.

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

Instructions : See Herein
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution
Health Canada / Santé Canada
Health Canada/Public Health Agency of
Canada / Santé Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet

Relocation Services
Health Canada-
Services de Déménagement
Santé Canada

Solicitation No. – N° de l'invitation PR#1000211391	Date 2020-06-11
Solicitation Closes at – L'invitation prend fin à on / le – 2020-07-22 at 2pm	Time Zone Fuseau horaire Heure d'Ottawa Time
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : By email – Par courriel : Name: Marie-France Gagnon Email: marie-france.gagnon2@canada.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Email - Courriel: Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
Signature	Date
(type or print)/ (taper ou écrire en caractères d'imprimerie)	

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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;
- 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, the Security Requirements Checklist and the Insurance Requirements.

1.2 Summary

- 1.2.1 Health Canada (HC) and Public Health Agency of Canada (PHAC) require relocation, installation and related services in order to empty space occupied by various furniture, equipment and supplies and incorporate the Standard(s) of Workplace 2.0 and/or GCworkplace on an "as and when requested basis" into various (HC / PHAC) facilities located in the National Capital Region. These services will be required for a period of one year with three (3) additional one year options.
- 1.2.2 The requirement is subject to the provisions of the Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), North American Free Trade Agreement (NAFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canadian Free Trade Agreement (CFTA), Comprehensive Economic and Trade Agreement (CETA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

1.3 Security Requirements

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

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - b. Industrial Security Manual (Latest Edition).

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 [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 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.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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).

The **2006 (2020-05-28)** Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

At General Information, Delete all references to Public Works and Government Services Canada and/or PWGSC and insert "Health Canada/Public Health Agency of Canada."

2.2 Submission of Offers

Offers must be submitted only to Health Canada (HC) Bid Receiving e-mail address by the date, time and place indicated in the RFSO.

Offers must be submitted only to the e-mail address identified on page 1, cover page of this Request for Standing Offer by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or hardcopy to HC/PHAC 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.

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the 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:

- a. name of former public servant;
- b. 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](#).

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:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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.

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.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separate sections as follows:

- Section I: Technical Offer (one electronic copy).
Section II: Financial Offer (one electronic copy).
Section III: Certifications (one electronic copy).

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in ANNEX B. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

The Offeror accepts to be paid by the following Electronic Payment Instrument:

- () Direct Deposit (Domestic and International);

3.1.2 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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Section III: Certifications

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

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement. Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Criterion	Mandatory Requirement	Compliant (Yes/No)	Page # Referenced to Bidder's Proposal
M1	<p>FIRM - EXPERIENCE</p> <p>The Bidder must demonstrate that their firm has completed a minimum of three (3) projects for moving office equipment and furniture within the last five (5) years (from the bid closing date).</p> <p>Each listed project must involve the relocation of a minimum of 100 employees in an office relocation and must include all three (3) of the following:</p> <ol style="list-style-type: none"> 1) The relocation of office furniture and components. 2) The relocation of office suites and office furniture systems. 3) The relocation of other office furniture including but not limited to filing cabinets, bookcases, shelving, computers, printers, fridges, fax machines and other related office equipment. <p>For the projects listed as experience, the following information must be identified:</p> <ol style="list-style-type: none"> a) The name of the client Organization, Department, Agency, 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>Company, Crown Corporation and Public sector (Federal, Provincial and Municipal) to whom the services were provided;</p> <p>b) The name, title, telephone number and e-mail address of the Project Authority. The Project Authority must be a representative of the client organization;</p> <p>c) A brief description of the type and scope of services provided;</p> <p>d) The dates and duration of the project (indicating the years/months of engagement (the start and end dates of the work).</p>		
<p>M2</p>	<p>FIRM – EXPERIENCE</p> <p>The Bidder must demonstrate that their firm has completed a minimum of two (2) shelving relocation projects of a file/records room or library room with a minimum size of 600 square feet.</p> <p>Each listed project must have been completed within the last five (5) years (from bid closing date) and include the following:</p> <p style="padding-left: 40px;">Sequential (i.e. following in order) packing, labelling, moving of records; disassembly, packing, relocation, unpacking and reassembly of storage shelving units or shelving systems; unpacking of records.</p> <p>For the projects listed as experience, the following information must be identified:</p> <p>a) The name of the client Organization, Department, Agency, Company, Crown Corporation and Public sector (Federal, Provincial and Municipal) to whom the services were provided;</p> <p>b) The name, title, telephone number and e-mail address of the Project</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	

	<p>Authority. The Project Authority must be a representative of the client organization;</p> <p>c) A brief description of the type and scope of services;</p> <p>d) The dates and duration of the project (indicating the years/months of engagement (the start and end dates of the work).</p>		
<p>M3</p>	<p>RESOURCE EXPERIENCE – CREW SUPERVISOR Two (2) Resources required</p> <p>The Bidder must demonstrate that the proposed resources have a minimum of two (2) years' experience and have completed a minimum of two (2) projects for each of the following in the past two (2) years:</p> <ol style="list-style-type: none"> 1) Dismantling, packing, relocation and assembly of library shelving/file/ records storage shelving systems (minimum size 600 square feet). 2) Dismantling, relocating, reconfiguring and installing workstation systems. 3) Performing ergonomic adjustments to furniture. 4) Relocation services for office equipment, office furniture, furniture systems and other equipment. <p>For items 2, 3 and 4 each listed project must involve the relocation of a minimum of 100 employees in an office relocation.</p> <p>For the projects listed as experience, the following information must be identified on the proposed resources' résumés:</p> <ol style="list-style-type: none"> a) The name of the client Organization, Department, Agency, Company, Crown Corporation and 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

	<p>Public sector (Federal, Provincial and Municipal) to whom the services were provided;</p> <p>b) The name, title, telephone number and e-mail address of the Project Authority. The Project Authority must be a representative of the client organization;</p> <p>c) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</p> <p>d) The dates and duration of the project (Indicating the years/months of engagement and the start and end dates of the work).</p> <p>*If applicable the projects submitted can be combined or separated.</p>		
<p>M4</p>	<p>RESOURCE EXPERIENCE - INSTALLERS Six (6) Resources required</p> <p>The Bidder must demonstrate that the proposed resources have experience completing a minimum of three (3) projects each for a minimum of 5 workstations for the following work in the past two years.</p> <p>Dismantling, reconfiguration and installing workstation systems furniture such as but not limited to Teknion, Haworth, Global, Steelcase and Herman Miller and performing ergonomic assessment adjustments.</p> <p>For the project listed as experience, the following information must be identified on the proposed resource's résumé:</p> <p>a) The name of the client Organization, Department, Agency, Company, Crown Corporation and Public sector (Federal, Provincial and Municipal) to whom the services were provided;</p> <p>b) The name, title, telephone number</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

	<p>and e-mail address of the Project Authority. The Project Authority must be a representative of the client organization;</p> <p>c) A brief description of the type and scope of services that meets the identified criteria provided by the resource;</p> <p>d) The dates and duration of the project (indicating the years/months of engagement and the start and end date of the work).</p>		
<p>M5</p>	<p>RESOURCE – MOVERS minimum of thirty (30 Resources)</p> <p>The Bidder must provide proof that they can provide a minimum of thirty (30) available movers. A complete list of movers must be provided prior to the award of the Standing Offer listing their names, addresses and photo I.D of each mover.</p> <p>*Note: Under M4, M5 and M6 no resources can be submitted for more than one position.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>M6</p>	<p>The Bidder must demonstrate that their firm has experience in providing the following vehicles on office relocation projects for work performed in the past two (2) years:</p> <p>a) Two (2) cube vans with a minimum Gross Weight Registered (GCWR) 6,800 kg, (5 ton) closed in dry box type,</p> <p>b) Two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 3,000 kg.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

4.1.1.2 Point Rated Technical Criteria

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

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Each proposed bid must achieve an overall score of seventy (70) % (60/85) against the criteria listed below. Bids that fail to meet the minimum Rated Requirements will be deemed non-compliant and given no further consideration.

Criterion	Rated Requirements	Max Points Available	Points allotted	Page# Referenced in Proposal	Substantiation of Technical Compliance
R1	<p>The Bidder is required to demonstrate that their firm has experience relocating office equipment and furniture for the relocation of a minimum of 100 resources.</p> <p>Four (4) years less than five (5) years = five (5) points</p> <p>Five (5) years less than six (6) years = ten (10) points</p> <p>Six (6) years less than seven (7) years = fifteen (15) points</p> <p>Seven (7) years less than eight (8) years = twenty (20) points</p> <p>Eight (8) years less than nine (9) years = twenty-five (25) points</p> <p>Nine (9) years or more = thirty (30) points</p>	30	/30		

Criterion	Rated Requirements	Max Points Available	Points allotted	Page# Referenced in Proposal	Substantiation of Technical Compliance
	<p>*Years are measured from the bid closing date.</p>				
<p>R2</p>	<p>The Bidder is to demonstrate that the two (2) Crew Supervisors have experience in all of the following:</p> <ol style="list-style-type: none"> 1) Dismantling, packing, relocation and assembly of library shelving or file and records storage shelving systems (minimum size six hundred (600) square feet). 2) Dismantling, relocating, reconfiguring and installing workstation systems. 3) Ergonomic adjustments to furniture. 4) Relocation services for office equipment, office furniture, furniture systems and other equipment. <p>Two (2) years less than three (3) years = five (5) points</p> <p>Three (3) years or more = ten (10) points</p> <p>*Years are measured from the bid closing date.</p>	<p>10 First crew supervisor</p> <p>10 Second crew supervisor</p>	<p>/10 First crew supervisor</p> <p>/10 Second crew supervisor</p>		

Criterion	Rated Requirements	Max Points Available	Points allotted	Page# Referenced in Proposal	Substantiation of Technical Compliance
R3	<p>The Bidder is required to demonstrate that their two (2) Crew Supervisors have experience supervising a minimum of eight (8) movers and six (6) installers simultaneously on a minimum of two (2) projects.</p> <p>More than Two (2) years less than three (3) years = five (5) points</p> <p>Three (3) years or more = ten (10) points</p> <p>*Years are measured from the bid closing date.</p>	<p>10 First crew supervisor</p> <p>10 Second crew supervisor</p>	<p>/10 First crew supervisor</p> <p>/10 Second crew supervisor</p>		
R4	<p>The Bidder is required to provide a description of their internal quality control procedures for carrying out the required work and demonstrate they have the following:</p> <ul style="list-style-type: none"> a) Policies and Procedures (three (3) Points) b) Employee Training (three (3) Points) c) Supervision (three (3) Points) d) Equipment Upkeep (three (3) Points) e) Health and Safety Policy or Strategy (three 	15	/15		

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Criterion	Rated Requirements	Max Points Available	Points allotted	Page# Referenced in Proposal	Substantiation of Technical Compliance
	(3) Points)				
Total Score: Maximum: 85 points Minimum: 60/85 (70%)		85	/85		

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

SACC Manual Clause [A0027T](#) (2012-07-16) Highest Combined Rating of Technical Merit and Price

To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- 4.2.2 Bids not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.
- 4.2.2 The selection will be based upon the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 4.2.3 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained/maximum number of points available multiplied by the ratio of 70%.
- 4.2.4 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated and the ratio of 30%.
- 4.2.5 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.6 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$75,000.00 (75).

Example of 70% Technical Merit/30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88/100	82/100	76/100
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{*88 \times 70}{100} = 61.60$	$\frac{**75 \times 30}{85} = 26.47$	88.07
Bidder 2	$\frac{82 \times 70}{100} = 57.40$	$\frac{**75 \times 30}{80} = 28.13$	85.53
Bidder 3	$\frac{76 \times 70}{100} = 53.20$	$\frac{**75 \times 30}{75} = 30$	83.20
*	Represents the highest technical score		
**	Represents the lowest priced proposal		

4.3 Financial Proposal

Offerors that met ALL mandatory requirements and obtained the minimum score of 60/85 in the point rated requirements shall be evaluated on the basis of their Financial Proposal. Offerors must submit, along with their Technical Proposal, a detailed Financial Proposal as indicated in Annex B.

4.4 Evaluation of Price

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

4.5 Basis of awarding a Standing Offer

Only the Offerors who have met the mandatory criteria and have received the minimum score or better will be considered for award.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

5.2 Certifications Precedent to 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 section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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](https://www.canada.ca/en/employment-social-development/canada-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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	Page #	Yes	No
<p>5.2.3.1 The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the Standing Offer.</p>			
<p>5.2.3.2 The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a Standing Offer as a result of the RFSO, can be insured in accordance with ANNEX "D" Insurance Requirements.</p>			
<p>5.2.3.3 The Bidder ensures that all vehicles used to fulfill the terms of the Standing Offer and resulting contract(s) are properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory bodies. Proof of operating licenses must be provided upon request.</p>			

5.3 Status and Availability of Resources

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

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

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - b. Industrial Security Manual (Latest Edition).

At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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.

6.2 Insurance Requirements

SACC Manual Clauses [G1001C](#) (2013-11-06), [G2001C](#), [G2020C](#), [G2052C](#), [G3001C](#) and [G3010C](#) (2018-06-21).

SACC Manual Clause [M0915T](#) (2016-01-28) Proof of Availability – Prior to issuance of a Standing Offer.

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

7.2 Security Requirements

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

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.
4. The Contractor/Offeror must comply with the provisions of the:
 - b. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - c. Industrial Security Manual (Latest Edition).

At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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.

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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from September 1st 2020 to August 31st, 2021.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Marie-France Gagnon
Health Canada
Materiel and Asset Management Division
11th Floor, Jeanne Mance Building,
200 Eglantine Driveway, Tunney's Pasture
Ottawa, Ontario K1A 0K9

E-mail: marie-france.gagnon2@canada.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 Technical Authority

The Technical Authority will escort the contractor and provide access to the required buildings and locations.

7.5.3 Project Authority

The Project Authority for the Standing Offer is: (To be provided at contract award)

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

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer. 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.

7.5.4 Offeror's Representative

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 User authorized to make call-ups against the Standing Offer is: Health Canada and Public Health Agency of Canada.

7.8 Call-up Procedures

a. Multiple Standing Offers:

It is intended that up to three (3) Standing Offers will be awarded. The ranking methodology is described below:

- i. right of first refusal basis:
The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below.

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.

The following form will be used: PWGSC-TPSGC 942, *Call-up Against a Standing Offer*.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offers (combined) must not exceed the sum of \$1,750,000.00 unless otherwise authorized in writing by the Standing Offer Authority. The Offerors must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offerors must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offerors considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services
- d) The general conditions 2010C (2020-05-28) General Conditions – Services (medium complexity)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Security Requirements Check List
- h) Annex D, Insurance Requirements
- i) the Offeror's offer dated _____

7.13 Certifications and Additional Information

7.13.1 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.

7.14 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 Ontario.

7.15 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.

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 CALL-UP CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

3. Term of the Standing Offer

The period for making call-ups against the Standing Offer is from September 1st 2020 to August 31st, 2021 inclusive.

3.1 Period of Call-up

The period of work shall be in accordance with the call-up against the Standing Offer.

3.2 Delivery Date

Delivery must be made within two (2) calendar days from receipt of a call-up against the Standing Offer.

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.

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price as specified in Annex "B. Customs and duties are included and Applicable Taxes are extra.

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

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$1,750,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Limitation of Price

1. Canada's total liability to the Contractor under the Standing Offer must not exceed \$1,750,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.
4. 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.

5.4 Method of Payment

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

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

5.4.1 H1000C (2008-05-12) Single Payment

5.5 Electronic Payment of Invoices – Call-up

A9177C T1204 (2007-11-30) – Direct Request by Customer Department

C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

5.6 Invoicing Instructions

One (1) copy of each invoice is to be sent at the address below, showing:

- a. the Contract title, number and financial code;
- b. the date;
- c. a description of the Work performed;
- d. timesheets (if payment is based on hourly/per diem rates);
- e. evidences of actual Cost (Cost Reimbursable Elements);
- f. the amount of the progress payment being claimed; and
- g. the amount of any tax (including GST/HST).

1. Each invoice must be supported by:

1. An electronic copy of the call-up;
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following e-mail address for certification and payment.

hc.p2p.east.invoices-factures.est.sc@canada.ca or

One (1) copy must be forwarded to the Project Authority.

6.0 Insurance

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force.

ANNEX "A"

STATEMENT OF WORK

1.0 Title

Relocation Services – Health Canada/Public Health Agency of Canada - National Capital Region (NCR)

1.1 Background

Health Canada (HC) and the Public Health Agency of Canada (PHAC) have approximately 12,000 employees in the National Capital Region spread out over 29 Crown owned and leased buildings. Over the past several years the Corporate Services Branch has had almost daily scheduled and unscheduled moves that could involve from one office to hundreds or more. It is possible that these numbers could increase or decrease based upon operational requirements.

1.2 Objective

HC/PHAC require relocation, installation and related services in order to empty space occupied by various furniture, equipment and supplies and incorporate Workplace 2.0 and/or GCworkplace on an "as requested basis" into various HC and PHAC facilities located in the National Capital Region. HC/PHAC may award up to three (3) Standing Offers for these services on a right of first refusal basis.

2.0 Scope of Work

2.1 The Contractor shall be responsible to perform the following tasks on an "as requested basis" directly to HC/PHAC buildings listed in this Statement of Work and any other HC or PHAC Buildings in the NCR area:

2.1.1 The dis-mantling, relocation, re-configuration, adjustments, assembly and installation of various workstations such as but not limited to Teknion, Hayworth, Herman Miller, Steelcase, other workstation systems furniture, sit-stands, shelving, racking and other related office equipment.

2.1.2 Systems office furniture/workstations are to be reconfigured - dismantled and assembled according to the Real Property Division and PWGSC WP 2.0 *specifications and/or GCworkplace or as specified in call-ups. *refer to link: http://www.gcpedia.gc.ca/wiki/Fit-up_Standards and <http://www.gcpedia.gc.ca/wiki/GCworkplace>.

2.1.3 Minor repairs to furniture such as replacement of broken parts with new parts and accessories to chairs, tables, desks, overhead bins, file cabinets, shelving, racking, pedestals, storage cabinets and hardware replacement in various furniture, installing keyboard trays, monitor arms, dual monitors arms, sit stands, other furniture parts and accessories, making adjustments for clients and performing ergonomic adjustments of workstations, office suites and lock replacement in file cabinets and workstations, as required.

2.1.4 Relocation services will include but not be limited to relocation and/or transportation by hand, dollies or by truck of office equipment, fax machines, printers, copiers, kitchen equipment and appliances, fridges, microwaves, telephones, various office furniture including tables, chairs, desks, various workstation systems, office suites, office supplies, files, bookcases, pedestals,

-
- furnishings, shelving, mobile shelving, file cabinets, storage cabinets, computers, computer hardware and peripherals, packed boxes, pictures, frames, mounted frames, packing bins, and involve packing, shrink wrapping, crating, loading, disassembling, transporting, unloading, unpacking, un-crating, assembling furniture and related equipment as required and cleaning up at the end of each move.
- The Contractor will do a post site visit the next business day after installation to ensure that all services described herein have been completed and to rectify any deficiencies.
- 2.1.5 When requested by the client in each call-up, the Contractor will prepare a furniture and effects list, and identify any items found to be damaged or scratched prior to the move. The damage is to be verified by the Project Authority, prior to the item being moved.
- 2.1.6 In the event of any damage or loss resulting during a move, the Contractor will repair or replace client furnishings, furniture, computer equipment, real property and/or any equipment (including floor and wall finishes), within two (2) weeks notification by HC/PHAC of such damage or loss. If work is found to be unsatisfactory, it must be corrected within 24 hours' notice by HC/PHAC, at no additional cost to HC/PHAC.
- 2.1.7 The Contractor is responsible for delivering all products in a "clean ready to be installed" and/or "utilized" state.
- 2.1.8 At the time of the requested move the Contractor is responsible to be familiarized with the locations in which this work is likely to occur, in order to assess the docking, loading and unloading facilities, and to become familiar with the various freight handling systems.
- 2.1.9 All work performed under the terms and conditions of any resulting call-up will be subject to inspection and acceptance by the Project Authority.
- 2.1.10 HC/PHAC will not be responsible for any loss or damage to the Contractor's equipment and/or tools left on site.
- 2.2 Contractor's Responsibilities**
- 2.2.1 The Contractor must provide transportation to and from the work sites, for the Contractor's personnel, their tools, equipment and all related materials and supplies required for the performance of the work, under any resulting call-up at no additional cost.
- 2.2.2 Each move, regardless of how big or small, requires a crew supervisor.
- 2.2.3 Personnel assigned to this work must be fully experienced supervisors, movers, packers and installers and possess the knowledge and expertise related to the sequential library or registry packing, assembly and dismantling of storage and system units and the installation of powered screens or integrated workstations, including but not limited to: Haworth, Teknion, Herman Millar, Steelcase and other workstation systems.
- 2.2.4 Personnel assigned to this work will read, and understand, office furniture screen plans and floor plans and also various furniture layouts. Personnel must wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required in accordance with the Labour Code & Regulations.
- 2.2.5 Personnel must have client orientation and interpersonal skills. They must be able to work well with others, dress properly for work and possess good communication skills and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks must wear clothes appropriate for the environment as well as have personal suitability.
- 2.2.6 Personnel must be neat in appearance, follow proper dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours) as required, and in accordance with the *Canada Occupational Safety and Health Regulations*. All personnel must display the company's name or logo on the outer garment for identification & security purposes

and each crew will carry one cellular phone at all times for immediate responses to Project Authority.

- 2.2.7 The Project Authority reserves the right to refuse services from specific individual(s) based on, but not limited to performance or behavior. Notification will be given in writing to the Contractor specifying the individual(s) name(s).

The Contractor will provide the same individuals, when requested, if possible, for continuity and security purposes.

- 2.2.8 The Crew Supervisor(s)

a) will work in English and/or French;

b) will carry a cellular phone at all times;

c) will manage and coordinate the sequence of a move; supervise/direct its personnel and all other resources; be responsible for their on-site conduct and have the authority to request extra movers if requested by the Project Authority.

- 2.2.9 Required Resources - Replacement of Specific Individuals

The Contractor will provide qualified crew supervisors, movers, installers, and drivers to complete all aspects of each move. At least one Crew Supervisor must be present to oversee the work.

i) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to HC/PHAC. The Contractor must, within a 24 hour period, give notice to the Contracting Authority of the reason for replacing the individual and provide:

(a) the name, qualifications and experience of the proposed replacement; and

(b) proof that the proposed replacement has the required security clearance granted by Public Works and Government Services Canada, if applicable.

iii) The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection ii). The fact that the Contracting Authority does not order that a replacement stop performing the work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

If at any time during the contract, resources proposed by the contractor are unable to provide services, the Contractor is to provide replacement personnel who are of similar ability and experience.

- 2.2.10 Quantity of Required Resources

The total number of resources may vary per resource category (crew supervisors, installers, mover and drivers) for each call-up. HC/PHAC reserves the right to request the required number of resources based upon operational requirements. Quantities will vary dependent upon the scope of work for each requirement.

2.3 Equipment/Tools

The Contractor is required to provide all the resources, tools, lifting equipment, any other equipment needed and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to HC/PHAC.

The following is an example of what is required. Additional tools may be needed depending upon the requirement:

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

The Contractor shall provide the following supplies on an as requested basis. These costs are to be borne by HC/PHAC:

- rolls of shrink wrap;
- plastic moving bins with lids
- bubble wrap
- rolls of packaging tape
- disposable cardboard boxes
- double sided tape
- labels

Each crew will have ready for usage, the necessary tool kits, consisting of the following, but not limited to at no additional cost:

- Robertson screwdrivers, sizes #6 and #8
- Philips screwdrivers, sizes #5 and #8
- Two sizes of standard (flat head) screwdrivers, sizes #6 and #8
- Long needle-nose pliers
- Vice grips
- Side cutters
- Metric and Imperial wrenches (complete sets)
- Rubber and ball-peen hammers
- Cordless drills (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged batteries
- Metric and Imperial Allen keys (complete sets)
- 100-foot measuring tape

2.4 Truck Equipment

Wooden moving dollies, two-wheeled hand trucks with tether straps two (2) per truck, protective equipment (cardboard, floor padding, padded covers and/or tarpaulins) for access ramp, floors, walls, doors and frames, elevators, traffic cones for use during loading and unloading.

All equipment and material required to perform relocation services must be provided at the Contractor's expense and must be retrieved once the services have been rendered.

HC/PHAC will not be responsible for any loss or damage to the Contractor's equipment and/or tools left on site.

2.5 Vehicles

The Contractor is required to provide up to two (2) cube vans with a minimum Gross Weight Registered (GCWR) 6,800 kg, (5 ton dry box) closed in box type, two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 3,000 kg, up to two (2) tractor trailers (if required), closed-in box type; at least one (1) of the trucks is required to have hydraulic tail gate (if required) with a sufficient number of clean furniture pads in each truck and a wallboard, as required. The Contractor must ensure that they have readily available, back-up vehicles in case of breakdown at no additional cost to HC/PHAC.

The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles, vans or specific purpose vehicles to move heavy or awkward loads, on an as required basis.

The Contractor is required to have readily available back-up vehicles in case of breakdown at no additional cost to HC/PHAC.

The Contractor is required to ensure that all vehicles are clean and in good working order.

2.6 Site Regulations

The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.

2.7 Registration - Authorities – Licenses

2.7.1 The Contractor must obtain and maintain all permits, licenses and certificates required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license, or certificate to HC/PHAC.

2.7.2 The Contractor is required to be able to provide additional vehicles, upon request, including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-required basis.

2.8 Hours of Work

All work shall be provided strictly in accordance with the hours of work specified herein, and the time frames specified on each individual call-up. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the Project Authority.

The work will be performed between 7:00 A.M. and 5:00 P.M. during regular working hours Monday to Friday and between 5:01 P.M. and 6:59 A.M. during off business hours and between 7:00 A.M. and 5:00 P.M. and between 5:01 P.M. and 6:59 A.M. during off business hours on weekends and civic holidays if required as directed by the Project Authority.

The Contractor will be required to respect all environmental sensitivity postings and guidelines in HC/PHAC occupied space.

2.9 Time Lines

The Contractor will respond to the requestor of the call-up(s) within a 48 hour period.
The Contractor will respond to the requestor of the call-up(s) for urgent requirements under 5k (inclusive of HST) within a 24 hour period.
The Contractor will respond to enquiries within four (4) hours.

2.10 Method and Source of Acceptance

The HC/PHAC Project Authority will be on site to verify that the work has been completed to our satisfaction.

2.11 Reporting Requirements

The Contractor will report any concerns within a 24 hour period to the Project Authority.

2.12 Change Management Procedures

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

All amendments to the Scope of Work will be handled by the HC/PHAC Contracting Authority (if applicable).

2.13 Health Canada and Public Health Agency of Canada Obligations

HC/PHAC will provide access to all spaces involved in the various phases of the buildings in order that the Contractor may complete the relocation of all identified items. HC/PHAC will arrange the booking of the appropriate freight elevators of each building for the time of the scheduled moves. The Technical Authority will escort the contractor and provide access to the required buildings and locations.

2.14 Language of Work

The Contractor's resources must be able to speak in English and/or French. The Crew Supervisors must be bilingual.

2.15 Locations of Work

The following is a list of HC/PHAC building sites in the National Capital Area (NCR) where the services are to be provided, note that buildings may be added or removed from this list based upon operational requirements:

Brooke Claxton Building
Building 9
70 Columbine Driveway, Tunney's Pasture
Ottawa, Ontario K1A 0K9

Butler Hut
Building 11
150 Chardon Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Environmental Health Building
Building 8
50 Colombine Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Jeanne Mance Building
Building 19
200 Eglantine Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Laboratory Centre for Disease Control
Building 6
100 Eglantine Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Occupational Health Unit Building
Building 17
51 Chardon Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Personnel Records Centre
Building 18
161 Goldenrod Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Sir Frederick Banting Research Centre
Building 22
251 Sir Frederick Banting Driveway
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Finance Building
101 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0K9

Sir Charles Tupper Building
2720 Riverside Drive
Ottawa, Ontario K1A 0M2

Main Statistics Canada Building
Building #3
150 Tunney's Pasture Drive
Tunney's Pasture
Ottawa, Ontario K1A 0K9

Mulligan Building
1800 Walkley Road
Ottawa, Ontario
K1H 8K3

Radiation Protection Building
775 Brookfield Road
Ottawa, Ontario
K1A 0K9

100 Colonnade Road
Ottawa, Ontario
K1A 0K9

120 Colonnade Road
Ottawa, Ontario
K1A 0K9

130 Colonnade Road
Ottawa, Ontario
K1A 0K9

Holland Cross Complex
1600 Scott Street
Ottawa, Ontario
K1A 0K9

Vanguard Building
171 Slater Street
Ottawa, Ontario
K1P 5H7

340 Legget Drive
Kanata, Ontario
K2K 1Y6

785 Carling Avenue
Ottawa, Ontario
K1A 0K9

Graham Spry Building
250 Lanark Avenue
Ottawa, Ontario
K1Z 6R5

269 Laurier Avenue West
Ottawa, Ontario
K1Z 7E8

Warehouse Location
1275 Leeds Avenue
Ottawa, Ontario
K1B 3W2

Warehouse Location
2655 Lancaster Road
Ottawa, Ontario
K1B 4L5

Monmouth Building
359 Terry Fox Drive
Kanata, Ontario
K2K 2E7

Carleton Refrigeration Building
1481 Michael Street
Ottawa, Ontario
K1B 3R5

485 Industrial Avenue
Ottawa, Ontario
K1G 0Z1

Urbandale Building
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1

ANNEX "B"

BASIS OF PAYMENT

1.1 Pricing Schedule

1.1.1 Relocation Services

The Bidder must provide firm, all inclusive pricing as indicated below.

MANDATORY PRICING SHEET

Bidders must not submit expenses which fall under the normal cost of doing business.

Services Description	Firm Fixed Hourly Rates/Cost Per Each	*Estimated Quantity	Unit of Issue	Total
A- Labour Category				
1. Crew Supervisor *	\$	50	Hours	\$
2. General Mover*	\$	400	Hours	\$
3. Workstation/ Shelving Installer*	\$	300	Hours	\$
4. Driver and Truck Vehicle Weight Registered (GVWR) 3,000 kg*	\$	500	Hours	\$
5. Driver and Truck (cube van with a minimum Gross Weight Registered (GCWR) 6,800 kg, (5 ton) closed in dry box type	\$	150	Hours	\$
6. Driver and Tractor Trailer closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate)	\$	100	Hours	\$

B- Packing Materials and Supplies				
1. Plastic Bins, (minimum size 27" L X 18" W X 12" D) with lids. Daily rental per bin.	\$	500	Daily/Each	\$
2. 2.2 Cubic Foot cardboard boxes	\$	150	Each	\$
3. Rolls of packing tape – (3 inch core X 1-7/8" wide packing, 3 mm roll)	\$	12	Rolls	\$
4. Shrink Wrap (20 inches X 1000 Feet)	\$	2	Rolls	\$
5. Bubble Wrap (24 inches X 1000 Feet, with 3/16" bubble)	\$	2	Rolls	\$
6. Double Sided Tape (3 inch core)	\$	2	Rolls	\$
7. Labels (500 per roll)	\$	3	Rolls	\$
8. Plastic Cable Ties (11" L X .28"W) 50 lb. tensile strength	\$	1	Pkg. of 1000	\$
			Total	\$
			HST	
			GRAND TOTAL LUMP SUM PRICE	

The Bidder is to Complete Rate, Totals, Grand Total & HST

"TOTAL" Column is calculated by "Quantity" x "Hours" x "Rate" x "Number of Days"

The Mandatory Pricing Sheet must completed by the Bidder or the Bid will be rejected.

***INCLUDING ALL HANDLING EQUIPMENT, TOOLS, EQUIPMENT (DOLLY, CARTS, SCREWDRIVERS , NOT LIMITED TO)**

****Note the estimated quantity in the Mandatory Pricing Sheet is used for evaluation purposes only.**

Solicitation No. - N° de l'invitation
1000211391
Client Ref. No. - N° de réf. du client
1000211391

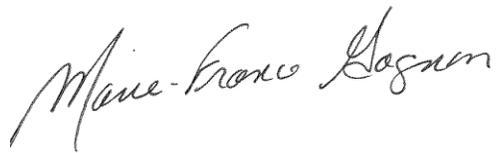
Amd. No. - N° de la modif.
File No. - N° du dossier
1000211391

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Sent as separate attachment

Contract Authority signature for Box 16 of the Signature block:

A handwritten signature in black ink, reading "Marie-France Laguerre". The signature is written in a cursive style with a large initial 'M' and 'L'.

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(o) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(p) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

All Risk Property Insurance

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

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority

at least thirty (30) days written notice of policy cancellation.

- (b) Loss Payee: Canada as its interest may appear or as it may direct.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Warehouseman's Legal Liability Insurance

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$2,000,000.00. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - (c) Loss Payee: Canada as its interest may appear or it may direct.
 - (d) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

All Risk in Transit Insurance

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

- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Automobile Liability Insurance

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

Additional Insurance

Notwithstanding the Contractor's requirement to maintain insurance pursuant to Annex "E-6", the Identified User hereby reserves the right to make a special declaration for goods whose value exceeds the Contractor's limit of insurance coverage. Upon such a declaration, the Contractor must provide a separate estimate and the Identified User must be responsible for the additional premium.