

<b>REQUEST FOR PROPOSAL (RFP) – COVER SHEET</b>	
<b>Title:</b> Moving and Inventory Management Services	
<b>Solicitation Number</b>	<b>INFC-2020/21-PS2545</b>
<b>Date of RFP</b>	October 30, 2020
<b>Procurement Officer</b>	Richard Soulliere
<b>Address for proposal delivery: Bids must be sent via email only to:</b>	
E-mail: <a href="mailto:infc.procurement-approvisionnement.infc@canada.ca">infc.procurement-approvisionnement.infc@canada.ca</a>	
<b>Bid/solicitation closure</b>	<b>December 8, 2020 @ 11:00 (11 AM) E.S.T.</b>
<p>Infrastructure Canada (INFC) is requesting proposals for services as detailed in Section 3. This is a Request For Proposal (RFP) as distinguished from an Invitation to Tender (IT). The proposal must set out the means by which the technical, performance, time and other goals and objectives will be met, having regard to any stated requirements. INFC will consider entering into a contract with the supplier submitting the most acceptable proposal as determined by the evaluation factors set out in this RFP.</p> <p>Neither the qualifying proposal that scores the highest points nor the one that contains the lowest cost will necessarily be accepted. INFC reserves the right to accept any proposal, as submitted without prior negotiations.</p>	
<p>This Request For Proposal consists of the following:</p> <ul style="list-style-type: none"> <li>This cover page;</li> <li>Part: 1      GENERAL INFORMATION;</li> <li>Part: 2      BIDDER INSTRUCTIONS;</li> <li>Part: 3      BID PREPARATION INSTRUCTIONS;</li> <li>Part: 4      EVALUATION PROCEDURES AND BASIS OF SELECTION;</li> <li>Part: 5      CERTIFICATIONS AND ADDITIONAL INFORMATION;</li> <li>Part: 6      SECURITY, FINANCIAL AND OTHER REQUIREMENTS; and</li> <li>Part: 7      RESULTING CONTRACT CLAUSES.</li> </ul>	
<b>Bidder's Name and Address :</b>	
<b>Telephone number:</b>	<b>E-mail:</b>
<p><b>Bidder's Signature:</b> The Bidder's signature indicates acceptance of the terms and conditions governing this Request for Proposal and certifies the content of the attached bidder's proposal. It also constitutes acknowledgement of receipt and acceptance of all documents listed above. The Bidder also recognizes having read and understood each and all terms and conditions in this RFP contained in the documents or incorporated by reference.</p>	
_____	_____
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Terms of Payment, the Security Requirements Checklist, and the Insurance Requirements.

The Attachments include the Pricing Schedule, Ineligibility and Suspension Policy, and the Certificate of Independent Bid Determination.

### **1.2 Summary**

**1.2.1** Infrastructure Canada (INFC) requires relocation services for the moving of offices and workplaces that include office equipment, supplies, and furniture on an "as and when requested" basis for INFC offices in the National Capital Region (N.C.R.) and Montreal. Furniture storage and inventory management will also be required. These services will be required for up to 5 years, plus 2 option years.

#### **1.2.2 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Honduras Free Trade Agreement, the Canada-Korea Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Ukraine Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to the email address indicated on page 1 of this solicitation by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile, ePost Connect service, courier, or postal mail will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## **Definitions**

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

If either of the above two questions were answered with a 'yes', what was the date of termination of employment with the Canadian federal public service for the applicable resource(s)?

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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.6 Volumetric Data**

The quantities in the Pricing Schedule in Attachment 1 to Part 3 have been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of those services or items will be consistent with this data. It is provided solely for information and evaluation purposes.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. Canada's email servers have the capacity to receive emails up to 20MB in size with multiple documents, up to 4MB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Canada requests that bidders provide their bid in separate sections, each with their own file as follows:

Section I: Technical Bid (1 soft copy in PDF format)

Section II: Financial Bid (1 soft copy in PDF format)

Section III: Certifications (1 soft copy in PDF format)

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings.

#### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total evaluated price of a bid will be cell (ZZ) in Table 4 – Total Evaluated Price (of the Pricing Schedule).

#### **3.1.2 Electronic Payment of Invoices – Bid**

Electronic Payment Instruments (EPIs) will be accepted for payment of invoices. The following EPI is accepted: Direct Deposit (Domestic and International).

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5, article 2.3 of the RFP, and the signed cover page of this RFP.

## ANNEX 1 to PART 3 OF THE BID SOLICITATION – Pricing Schedule

1.0 The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must ensure all cells are complete in Table 1 – Items and General Services, Table 2a – Firm Hourly Rates for the N.C.R., Table 2b – Firm Hourly Rates for Montreal, and Table 3 – Sum of Firm Prices. Also, Bidders must state the annual percentage increases in article 4.0 (below). INFC will perform the calculations stated in Table 4 – Total Evaluated Price.

All financial amounts entered in all four tables are Customs duties included and Applicable Taxes extra.

1.1 The per unit costs provided in table 1 will be the firm all-inclusive per unit costs for the first year of any resulting contract (see article 1.1.1 in Annex B, Terms of Payment) and will form part of the basis of payment starting from year 2 of any resulting contract.

1.2 The hourly rates provided in tables 2a and 2b will be the firm all-inclusive hourly rates for the first year of any resulting contract (see article 1.2.1.1 in Annex B, Terms of Payment) and will form part of the basis of payment starting from year 2 of any resulting contract.

The Bidder must include notes comments and rates (if applicable) if their proposed pricing structure differs from these tables. Bidders are encouraged to verify, in accordance with article 2.4 Enquiries – Bid Solicitation of this RFP, how they have entered their pricing structure and if their notes are sufficient to form a resulting contract.

1.3 The annual percentage increase for both (a) Items and General Services and (b) Firm Hourly Rates (for articles 1.1 and 1.2, respectively, in Annex B, Terms of Payment) will form part of the basis of payment starting from year 2 of any resulting contract. These two increases will also be used in Table 4 – Total Evaluated Price in the same way they would be applied in any resulting contract.

1.4 To calculate the price or rate of an item after year 1 (for bid evaluation AND the basis of payment for any resulting contract), each price and each rate of the previous year will be multiplied by one plus the applicable annual percentage increase and then rounded down to the nearest penny.

2.0 The volumetric data included in all tables of this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The volumetric quantities in table 1 have a separate column.

The volumetric quantities in tables 2a and 2b are located in parentheses in each cell.

3.0 Under any resulting contract, Canada will not accept travel and living expenses (including parking) that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

### 4.0 Annual Percentage Increase

As part of its financial bid, the Bidder must state the annual percentage increase (API) for (a) Items and General Services and (b) Firm Hourly Rates for articles 1.1 and 1.2, respectively, in Annex B – Terms of Payment.

**Annual percentage increase for Items and General Services (API<sub>IGS</sub>):** \_\_\_\_ %

**Annual percentage increase for Firm Hourly Rates (API<sub>FHR</sub>):** \_\_\_\_ %

**Table 1 – Items and General Services**

Item	Unit of Measure	Per Unit Cost		Volumetric Quantity (C)	Sum (=A*C+B*C)
		N.C.R. (A)	Montreal (B)		
Storage in the N.C.R. (all-inclusive, includes inventory reports)	Per cubic foot per month	\$_____	n/a	5,000	\$_____
Cost to make an INFC item available for pickup for a GCsurplus buyer (optional wrapping and skid)	[bidder to insert]	\$_____	n/a	1	\$_____
Cost to take an INFC item to a dump or recycling centre (in the same city; separate from any charges of the dump/ recycling centre)	[bidder to insert]	\$_____	\$_____	1	\$_____
Cardboard box (2.2 cu. ft., including labels and tape)	Per new box	\$_____	\$_____	50	\$_____
Bin (min. 2.7 cu. ft.; including lid, labels and security ties)	Per bin per day	\$_____	\$_____	100	\$_____
For INFC to keep a bin (one-time, all-inclusive fee)	Per bin	\$_____	\$_____	1	\$_____
Self-seal anti-static bubble bag (3/16 inch industrial bubble coated with nylon barrier and 1-inch pressure sensitive lip covered with release paper for closing; min. 20" W x 20" L)	Per new bag	\$_____	\$_____	1	\$_____
<b>Evaluated Price of Items &amp; General Services for Year 1</b> (= sum of all amounts in the sum column in this table)					\$_____ (t)

**Table 2a – Firm Hourly Rates for the N.C.R.**

<b>Item</b>	<b>Cube van</b> (with driver; including any pads, carts, crates, skids, shrink wrap, and blankets)	<b>Truck</b> (with driver; min. 6,800kg GVWR; including any pads, carts, crates, skids, shrink wrap, and blankets)	<b>General Mover</b>	<b>Installer</b>	<b>Crew Supervisor</b>	<b>Sum</b> (each row: hourly rates multiplied by their corresponding number of hours in parentheses in the same cell)
<b>N.C.R.</b>						
<i>(normal hours)</i> Monday- Friday;  _____ am to  _____ pm E.D.T./E.S.T.	\$ _____     (10 hours)	\$ _____     (10 hours)	\$ _____     (30 hours)	\$ _____     (20 hours)	\$ _____     (10 hours)	\$ _____
<i>(outside normal hours)</i> Monday- Friday,  _____ pm to  _____ am E.D.T./E.S.T.	\$ _____     (10 hours)	\$ _____     (10 hours)	\$ _____     (30 hours)	\$ _____     (20 hours)	\$ _____     (10 hours)	\$ _____
Saturday	\$ _____     (5 hours)	\$ _____     (5 hours)	\$ _____     (15 hours)	\$ _____     (10 hours)	\$ _____     (5 hours)	\$ _____
Sunday	\$ _____     (5 hours)	\$ _____     (5 hours)	\$ _____     (15 hours)	\$ _____     (10 hours)	\$ _____     (5 hours)	\$ _____
<b>Evaluated Price of Firm Hourly Rates for the N.C.R. for Year 1</b> ( = sum of all amounts in the sum column in this table)						\$ _____ (r)

*Notes to Bidders:*

- Bidders must specify any different rates for different time periods on Saturdays and Sundays as well as what those other time periods are in separate statement in their financial bid.
- The price for outside normal hours on workdays is for bidders to put a different rate subject to time. Bidders must include additional comments in their financial bid for any conditions (e.g. the hourly rate is conditional on the start time, so if the start time falls within normal hours, then the normal hourly rate applies including any work done outside of normal hours).

**Table 2b – Firm Hourly Rates for Montreal**

<b>Item</b>	<b>Cube van</b> (with driver; including any pads, carts, crates, skids, shrink wrap, and blankets)	<b>Truck</b> (with driver; min. 6,800kg GVWR; including any pads, carts, crates, skids, shrink wrap, and blankets)	<b>General Mover</b>	<b>Installer</b>	<b>Crew Supervisor</b>	<b>Sum</b> (each row: hourly rates multiplied by their corresponding number of hours in parentheses in the same cell)
<b>Montreal</b>						
<i>(normal hours)</i> Monday- Friday;  _____ am to  _____ pm E.D.T./E.S.T.	\$ _____    (2 hours)	\$ _____    (2 hours)	\$ _____    (6 hours)	\$ _____    (4 hours)	\$ _____    (2 hours)	\$ _____
<i>(outside normal hours)</i> Monday- Friday,  _____ pm to  _____ am E.D.T./E.S.T.	\$ _____    (2 hours)	\$ _____    (2 hours)	\$ _____    (6 hours)	\$ _____    (4 hours)	\$ _____    (2 hours)	\$ _____
Saturday	\$ _____    (2 hours)	\$ _____    (2 hours)	\$ _____    (6 hours)	\$ _____    (4 hours)	\$ _____    (2 hours)	\$ _____
Sunday	\$ _____    (2 hours)	\$ _____    (2 hours)	\$ _____    (6 hours)	\$ _____    (4 hours)	\$ _____    (2 hours)	\$ _____
<b>Evaluated Price of Firm Hourly Rates for Montreal for Year 1</b> ( = sum of all amounts in the sum column in this table)						\$ _____ (s)

*Notes to Bidders:*

- Bidders must specify any different rates for different time periods on Saturdays and Sundays as well as what those other time periods are in separate statement in their financial bid.
- The price for outside normal hours on workdays is for bidders to put a different rate subject to time. Bidders must include additional comments in their financial bid for any conditions (e.g. the hourly rate is conditional on the start time, so if the start time falls within normal hours, then the normal hourly rate applies including any work done outside of normal hours).

**Table 3 – Sum of Firm Prices for Year 1**

Bidders must insert the evaluated prices from tables 1, 2a, and 2b where specified in the table below.

Evaluated Price for Year 1 of Items & General Services (must equal the amount entered in cell (t) in Table 1)	\$ _____ (x)
Evaluated Price for Year 1 of Firm Hourly Rates for the <b>N.C.R.</b> (must equal the amount entered in cell (r) in Table 2a)	\$ _____ (y)
Evaluated Price for Year 1 of Firm Hourly Rates for <b>Montreal</b> (must equal the amount entered in cell (s) in Table 2b)	\$ _____ (z)

**Table 4 – Total Evaluated Price**

To determine the total evaluated price, INFC will perform the calculations below.

Item	Evaluated Price of Items & General Services	Evaluated Price of Firm Hourly Rates
Year 1 Evaluated Price	\$ _____ ( = x ) from Table 3 ) (a)	\$ _____ ( = y + z from Table 3 ) (h)
Year 2 Evaluated Price	\$ _____ ( = ( 1 + API <sub>IGS</sub> ) * a ) (b)	\$ _____ ( = ( 1 + API <sub>FHR</sub> ) * h ) (i)
Year 3 Evaluated Price	\$ _____ ( = ( 1 + API <sub>IGS</sub> ) * b ) (c)	\$ _____ ( = ( 1 + API <sub>FHR</sub> ) * i ) (j)
Year 4 Evaluated Price	\$ _____ ( = ( 1 + API <sub>IGS</sub> ) * c ) (d)	\$ _____ ( = ( 1 + API <sub>FHR</sub> ) * j ) (k)
Year 5 Evaluated Price	\$ _____ ( = ( 1 + API <sub>IGS</sub> ) * d ) (e)	\$ _____ ( = ( 1 + API <sub>FHR</sub> ) * k ) (l)
Option Year 1 Evaluated Price	\$ _____ ( = ( 1 + API <sub>IGS</sub> ) * e ) (f)	\$ _____ ( = ( 1 + API <sub>FHR</sub> ) * j ) (m)
Option Year 2 Evaluated Price	\$ _____ ( = ( 1 + API <sub>IGS</sub> ) * f ) (g)	\$ _____ ( = ( 1 + API <sub>FHR</sub> ) * m ) (n)
Sum of Column	\$ _____ (AA) ( = a + b + c + d + e + f + g )	\$ _____ (BB) ( = h + i + j + k + l + m + n )
<b>Total Evaluated Price</b> ( = AA + BB )	<b>\$ _____ (ZZ)</b>	

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Joint Venture Experience**

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### 4.1.2 Technical Evaluation

##### 4.1.2.1 Mandatory Technical Criterion

The bid must meet the mandatory technical criterion specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criterion will be declared non-responsive.

Description of Mandatory Technical Criterion	Met	Not Met	Substantiation / Cross Reference to Proposal
<p><b>MT-1</b> – The Bidder must propose one crew supervisor for Ottawa and one crew supervisor for Montreal. Each must (a) be able to communicate fluently in both official languages both verbally and in writing and (b) have at least 1 year of experience obtained in the past 10 years in:</p> <ul style="list-style-type: none"><li>i. moving and relocating office equipment and furniture; and</li><li>ii. installing, assembling, and disassembling office furniture.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	

### 4.1.3 Corporate Evaluation

#### 4.1.3.1 Mandatory Corporate Criteria

The bid must meet the mandatory corporate criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory corporate criteria will be declared non-responsive. Each mandatory corporate criterion should be addressed separately.

Description of Mandatory Corporate Criterion	Met	Not Met	Substantiation / Cross Reference to Proposal
<p><b>MC-1</b> – The Bidder must provide photos of each of the following:</p> <ul style="list-style-type: none"> <li>a. The bidder’s logo that appears on outer garments of its staff. Only one photo is required if the same logo appears on the outer wear for all staff (crew supervisor, drivers, movers, installers, and packers);</li> <li>b. The bidder’s company identity card used by its staff. Only one photo is required if the same ID card is used for each type of staff (crew supervisor, drivers, movers, installers, and packers); and</li> <li>c. Storage space at the bidder’s warehouse very similar to that which will be made available to INFC (the space in the photos can be empty or in use).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>MC-2</b> – The Bidder must provide a sample inventory report that includes ALL the following elements:</p> <ul style="list-style-type: none"> <li>a. Surplus indicator;</li> <li>b. Material of item (e.g. wood or metal);</li> <li>c. Category (intention of use, e.g. chair, desk);</li> <li>d. Brand name of item;</li> <li>e. Parts and pieces; and</li> <li>f. Quantity.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>MC-3</b> – The Bidder must provide each of the following attestations in the official language of their choice:</p> <ul style="list-style-type: none"> <li>a. They can relocate furniture between Ottawa and Montreal in a timely manner;</li> <li>b. They will maintain their insurance that meets the requirements in Annex D – Insurance requirements throughout any resulting contract;</li> <li>c. Have at least 6,000 cu. ft. of warehouse space available in the NCR at contract award for INFC use (note: this is only the estimate of the initial space required; INFC must only be charged for space used). The street address of the warehouse must be specified in this attestation;</li> <li>d. All INFC items will be stored within the NCR for the duration of any resulting contract with the exception of written permission from the Project Authority;</li> <li>e. They will store specific office items for a specified timeframe identified by the Project Authority and make them available for GCsurplus buyers to pick up. If no GCsurplus buyers pick it up within the specified timeframe, the Contractor will transport them to the required dumping ground;</li> <li>f. They will comply with all applicable health and safety laws and the Canada Labour Code (Part II), provide their personnel with all the required personal protective equipment, tools, and training to perform the Work safely; and</li> <li>g. When the Project Authority provides instruction to take one or more INFC items to an appropriate dump or recycling centre, the bidder will do that in a timely manner.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>MC-4</b> – The Bidder must provide proof of each of the following based on Annex D – Insurance requirements:</p> <ul style="list-style-type: none"> <li>a. Commercial General Liability Insurance;</li> <li>b. All Risk Property Insurance;</li> <li>c. Warehouseman’s Legal Liability Insurance;</li> <li>d. All Risk in Transit Insurance;</li> <li>e. Automobile Liability Insurance; and</li> <li>f. Workers Compensation Insurance (for Ontario and Quebec).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>MC-5</b> – The Bidder must provide a minimum of 2 and a maximum of 5 references for office relocation projects who respond to INFC’s initial query within 5 calendar days. At least 1 reference must be for a project done within the NCR.</p> <p>i. To be considered valid for evaluation, each project must have:</p> <ul style="list-style-type: none"> <li>a. Been done within the past 10 years;</li> <li>b. Involved dismantling, moving, reinstalling, and reconfiguring office furniture;</li> <li>c. Involved a combined total of at least:           <ul style="list-style-type: none"> <li>i. 50 workstations/cubicles and meeting/conference rooms if done in the NCR; or</li> <li>ii. 20 workstations/cubicles and meeting/conference rooms if done in Montreal;</li> </ul> </li> <li>d. Not have been done for the bidder or any of its subsidiaries; and</li> <li>e. A short description that includes the city/cities in which the bidder provided services for the project (max. 1 paragraph).</li> <li>f. Included Teknion Leverage, Haworth, and/or Steelcase Systems office furniture.</li> </ul> <p>ii. The info required for each reference contact person (including the optional backup person) must include their:</p> <ul style="list-style-type: none"> <li>• First and last name;</li> <li>• Phone number;</li> <li>• Email address;</li> <li>• Name of the client organization for that project; and</li> <li>• Their role in the office relocation project.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Maximum: 1 backup person for each reference (optional, not required).</li> <li>• No substitutions or additions to references are permitted after bid closure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
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#### 4.1.3.2 Point-Rated Corporate Criteria

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

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

<b>POINT-RATED CRITERIA (out of 100 points)</b>			
<b>Description of Point-Rated Corporate Criterion</b>	<b>Rating</b>	<b>Max Score</b>	<b>Substantiation / Cross Reference to Proposal</b>
<p><b>PRC-1</b> – Based on the information provided in criterion MC-5, the following points will be awarded (points are cumulative):</p> <ul style="list-style-type: none"> <li>a. at least 1 project was done in Montreal</li> <li>b. At least one project involved Teknion Leverage furniture</li> <li>c. At least one project involved Haworth furniture</li> <li>d. At least one project involved Steelcase Systems furniture</li> </ul>	<p>5 points for each element (a – d, inclusive) met</p> <p>0 points for each element (a – d, inclusive) not met</p> <p>e.g. No projects done in Montreal = 0 points for (a)</p>	20	
<p><b>PRC-2</b> – References provided for criterion MC-5 will be contacted to respond to the questions listed in section 4.1.3.2.1. Their responses will be rated either yes-no (for question 1-3) or against the rating scheme in section 4.1.3.2.2 (for questions 4-12).</p>	<p>Minimum pass mark: 48 points</p> <p>The total score for this criterion is the average of all responsive references.</p>	80	

#### 4.1.3.2.1

##### i. Yes-No Questions

The following are the yes-no questions that will be asked of references for criterion PRC-2:

1. Confirm the bidder provided the services stated in the brief description in the city/cities specified. (yes/no)
2. Confirm the work involved Teknion Leverage, Haworth, and/or Steelcase Systems office furniture. (yes/no)
3. Were able to deliver services including reports in a timely manner. (yes/no)

If any of the above three questions are provided with a 'no', the reference will be deemed non-responsive.

ii. Point-Rated Questions

The following are the point-rated questions that will be asked of references for criterion PRC-2:

4. Did the bidder show up on time?
5. Did the bidder make any necessary arrangements in advance?
6. Were the bidder's staff dressed neatly and behave in a professional manner when on-site during the project?
7. Did the bidder have the required tools and parts to dismantle, move, and/or reinstall the office furniture?
8. Did the bidder's trucks/vans have a fairly clean interior stowage area with ample padding available?
9. For any cardboard boxes or bins provided, were they solid, dry, come with packing tape and labels (for boxes), delivered fairly clean of debris, and come with labels and security ties (for bins)?
10. Describe the quality and impact of items your organization kept items in storage at the bidder's warehouse.
11. What level of surplus and inventory management service did the bidder provide for your organization?
12. Based solely on your experience with the bidder for this project, would you hire them again?

4.1.3.2.2

The rating scheme for questions 4 to 12 (inclusive) listed in section 4.1.3.2.1 is as follows:

Question	Weighting	0 points	1 point	3 points	5 points
4	x2	Almost always late by more than 60 minutes, rarely proactively notified the client if they would be late.	Seldom on-time, seldom late by more than 30 minutes, and only sometimes proactively notified the client if they would be late.	Often on-time, seldom late by more than 15 minutes and proactively notified the client if they would be late.	Almost always on-time or slightly early, always proactively notified the client if they would be late by more than 15 minutes.
5	x3	Haphazard and chaotic arrangements, many at the last-minute with significant impact on the project. Almost never communicated	Only some things arranged in advanced with frequent last-minute arrangements, some of which had a moderate impact on the project. Often	Only major aspects arranged in advanced, with frequent minor last-minute arrangements. Often did not notify the client proactively.	Most or everything arranged in advance; very minor issues were rare and handled well. Always had the appropriate vehicles.

		with the client proactively. Seldom had the appropriate vehicles.	did not notify the client proactively. Usually had the appropriate vehicles.	Almost always had the appropriate vehicles.	
6	x1	Vulgar words and/or images on attire and/or unkempt in appearance; company logo seldom/never visible. Rude, staff were (possibly) under the influence of drugs/alcohol.	Somewhat dirty and ragged, company logo barely visible on clothing. Occasionally rude with non-professional behavior.	Fairly clean, somewhat neat. Fairly professional with few minor instances of rudeness.	Very neat and clean appearance; company logo clearly visible. Very professional and courteous.
7	x3	Did not have any/almost all of the required tools and parts.	Did not have many of the required tools and/or parts.	Had most of the required tools and parts.	Had all/almost all of the required tools and parts.
8	x1	Dirty with debris; little/no padding available.	Little dirt and debris; only a little padding available.	Somewhat clean with barely enough padding available.	Fairly clean with ample padding.
9	x1	Required, but not provided or totally unsuitable; almost no labels, tape, labels, and security ties.	Required, but not very solid, dry upon delivery and little/no packing tape, labels, and security ties.	Required; in fairly good condition, barely enough packing tape, labels, and security ties.	Required; solid, dry, ample packing tape, labels, and security ties.
10	x2	Often damaged or appeared banged up, poor storage conditions, items seldom wrapped/boxed, items were hardly ever organized.	Some items with some damage, fair storage conditions, items were only somewhat organized.	Few items with very minor damage, almost no items lost, good storage conditions, items were fairly organized.	Items remained in same condition as when taken, excellent storage conditions to protect items, items were well-organized.
11	x1	Some items lost/missing, inaccurate inventory reports.	Reports not thorough and a little difficult to read, almost no items lost.	Accurate reports lacking in few minor details, no items lost.	Reports thorough, accurate, and highly detailed. No items lost.
12	x2	No, absolutely not.	Unlikely, only with	Most likely.	Definitely, yes.

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			considerable changes.		
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The total value for each question will be the points column selected multiplied by the weighting. For example, if the 3-point column was selected for question 12, which has a weighting of 2, then the formula would be  $3 \times 2 = 6$ , so six points would be awarded to question 12.

#### 4.2 Basis of Selection - Highest Combined Rating of Corporate Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for criterion PRC-2 for the corporate evaluation. The rating is performed on a scale of 80 points.
2. Bids not meeting (a), (b), or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of corporate merit and price. The ratio will be 60% for the corporate merit and 40% for the price.
4. To establish the corporate merit score, the overall corporate 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest total evaluated price and the ratio of 40%.
6. For each responsive bid, the corporate merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest corporate score nor the one with the lowest total evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of corporate merit and price will be recommended for award of a contract.

The table on the following page illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of corporate merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Corporate Merit (60%) and Price (40%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Corporate Score</b>		115/135	89/135	92/135
<b>Bid Total Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Corporate Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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. Attachment 1 to Part 5 has been created to aid bidders in providing the required information to the required organisation to meet this certification.

#### **5.1.2 Certificate of Independent Bid Determination**

The Certificate of Independent Bid Determination at Attachment 2 to Part 5 has been developed by the federal Competition Bureau for use by tendering authorities when calling for bids, tenders or quotations. The purpose of this document is to deter bid-rigging by requiring bidders to disclose, to the tendering authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding a tender call.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process. Details on the information required to be submitted to the Contracting Authority can be found in Annex 2 to Part 5 – Ineligibility and Suspension Policy.

## **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada/esdc-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Supplier Registration Index**

Companies seeking to do business with the federal government are required to obtain a Procurement Business Number (PBN) and submit it to the department with whom they are contracting. This is done through a simple online process, which can be accessed via the link below.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier#200>

The winning bidder will be required to submit their PBN to the email address on page 1 of this solicitation document before any resulting contract can be awarded.

### **5.2.3.2 Status and Availability of Resources**

*SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources

### **5.2.3.4 Education and Experience**

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

## ANNEX 1 to PART 5 OF THE BID SOLICITATION – Ineligibility and Suspension Policy

### 1.0 Purpose

The purpose of this annex is to simplify the requirement of bidders to provide Infrastructure Canada (INFC) and/or Public Services & Procurement Canada with information requirement as part of the [Government of Canada Ineligibility and Suspension Policy](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (available at <https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> ).

### 2.0 Information to be provided to INFC as Part of Section III Certifications of a Proposal/Bid

According to section 17 of the above-mentioned policy, bidders are required to submit, in section III Certifications of their bid, a list of the full names of all the following people identified in the table 1 (below) for the applicable organization type of the bidder.

Organization Type	List of Full Names to Include
Publically-owned Corporation	All current directors
Privately-owned Corporation	All owners of the corporation
Joint Venture	All current directors
Sole Proprietor (including when bidding as a joint venture)	All owners
Partnership	<i>No names are required</i>

During the bid evaluation phase, if the list below changes, the bidder must inform INFC (at the same address for submitting proposals) within 10 working days of any changes.

Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement.

Sample table to include in Section III Certifications of a proposal/bid:

Owner's / Director's Name	Title
[printed name (first and last)]	(e.g. CEO, COO, VP of X, Director of X, Owner)

\*Bidders to insert rows as required, depending on the number of directors.

*Note:* Bidders that are a partnership (excluding joint ventures) do not need to submit a list of names with their proposal/bid.

### 3.0 Information to be provided to Public Services & Procurement Canada

During a contract: If the list of directors submitted as part of its bid changes during the contract, the supplier must inform the Registrar of Ineligibility and Suspension\*.

At any time: If there is any charge, conviction or other circumstance relevant to the policy with respect to the bidder/supplier, its affiliates and its first-tier subcontractors inside or outside of Canada; then the bidder/supplier must complete an [Integrity Declaration form](https://www.tpsgc-pwgsc.gc.ca/ci-if/documents/integrity-declaration-form-eng.pdf) (available at: <https://www.tpsgc-pwgsc.gc.ca/ci-if/documents/integrity-declaration-form-eng.pdf> ) to the Registrar of Ineligibility and Suspension\*.

\*The contact info for the Registrar of Ineligibility and Suspension is:

Integrity, Departmental Oversight Branch  
Public Services and Procurement Canada  
L'Esplanade Laurier, West Tower  
300 Laurier Ave. W.  
Floor 10, Room 10149  
Ottawa, ON K1A 0S5  
Canada

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**ANNEX 2 to PART 5 OF THE BID SOLICITATION – Certificate of Independent Bid Determination**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter “bid”) to:

\_\_\_\_\_ the Procurement Services team at Infrastructure Canada  
(Corporate Name of Recipient of this Submission)

for Moving & Inventory Management Services, bid solicitation # INFC-2020/21-PS2545, in response to the call or request (hereinafter “call”) for bids made by Infrastructure Canada do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter “Bidder”])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (**check one of the following, as applicable**):
  - a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

\_\_\_\_\_  
Signature of Authorized Agent of Bidder

\_\_\_\_\_  
Date

Printed Name of Authorized Agent of Bidder:

Position Title of Authorized Agent of Bidder:

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

The Contractor's personnel, including personnel from any sub-contractors, must be escorted at all times while on the premises of any INFC offices. There are no other security requirements.

### **6.2 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Option to Purchase**

The Contractor grants to Canada the option to purchase any bins rented at any time during the Contract period. In this event, the amount set in the basis of payment in Appendix B, Terms of Payment will be paid as soon as the Project Authority notifies the Contractor in writing, at which point the rental period of the bin(s) to be purchased will cease.

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

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

#### **7.2.1 General Conditions**

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

**7.3.1** The Contractor's personnel, including the personnel of any subcontractors, must be escorted at all times while on the premises of INFC offices. There are no other security requirements applicable to the Contract.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from December 14, 2020 to November 30, 2025 inclusive.

#### **7.4.2 Option to Extend the Contract**

a) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix B, Terms of Payment.

b) Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7.4.3 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract [will be identified at Contract award].

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

### **7.5.2 Project Authority**

The Project Authority for the Contract [will be identified at Contract award].

In their absence, the Project Authority [will be identified at Contract award].

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

### **7.5.3 Contractor's Representative**

The Contractor's representative for the Contract [will be determined at Contract award].

## **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 Payment**

For all clauses related to payment, refer to Annex B, Terms of Payment.

## **7.8 Certifications and Additional Information**

### **7.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## **7.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### **7.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28) Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Terms of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid [to be determined at contract award].

### **7.11 Identification Protocol Responsibilities**

The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements:

- a) During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor;
- b) If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
- c) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

### **7.12 Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor 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.

### **7.13 Insurance Requirements**

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.

For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.14 Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

#### **7.15 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **ANNEX A – STATEMENT OF WORK**

### **1. Title**

Moving and Inventory Management Services

### **2. General Requirement**

To provide relocation services for the moving of offices and workplaces that include office equipment, supplies, and furniture on an "as and when requested" basis for Infrastructure Canada's (INFC) offices in the National Capital Region (NCR) and Montreal. Furniture storage and inventory management will also be required.

The scope of this requirement excludes the service of disconnecting and reconnecting of computer workstations to any of the following components:

- Monitor,
- Laptop, Computer Tower
- Keyboard,
- Mouse,
- Desktop Printer,
- Lan Cable,
- Phone,
- all wires, power cords, power bars.

### **3. Scope of Work**

#### **3.1 General Services**

The Contractor agrees to provide relocation services including, but will not be limited to, office furniture, office equipment, filing cabinets, other workplace items such as files, bins, records; as well as packing, crating, loading, transporting, unloading, unpacking, uncrating, reconfiguring, and cleanup at the end of each move. Disassembling or assembling computer workstation systems and other computer-related systems are excluded.

All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused, on commercial racking, for easy access.

The Contractor must use all necessary blanket wrapping, padding, boxes (bins), crates, or other appropriate packing materials to prevent breakage, damages of all office workstations parts and equipment.

To move laptops or tablets, the Contractor must use computer carts and provide self-seal anti-static bubble bags minimum size of 20" W x 20" L , 3/16" industrial bubble coated with a nylon barrier, 1" pressure-sensitive lip covered with release paper for closing. For relocation of flat screens, laptops and tablets, the Contractor must use blanket wrapping and additional protection as necessary.

Unless specified otherwise by the Contractor, all file cabinets must be emptied before being moved from one building to another building, or within a building.

During and after each move the Contractor must be responsible to account for all moving equipment and materials (i.e. plastic bins, moving blanket, dollies, computer cart, etc.). Canada will not compensate for any lost or misplaced moving equipment and materials.

The Contractor is responsible to assume any permits and/or parking related fees associated with loading/unloading, pickup and deliveries.

The Contractor must make pre-arrangements with the property manager/building team before each loading/unloading, pickup and delivery (i.e. confirm time and location of the delivers and with what kind/number/size of trucks) and where to park.

INFC's representative will be granted access to warehouse facilities, at all times. At the time of a requested move, the Contractor is to be familiar with all the locations in which the Work is likely to occur, and with various freight handling systems as well in order to assess the docking, loading and unloading facilities.

The Contractor must provide transportation to and from the work sites, for the Contractors' personnel, their tools, equipment; and also for all related materials and supplies required for the performance of the Work, under any resulting contract at no additional cost for transportation to INFC's offices.

### 3.2 Storage Warehousing and Inventory Services

a) The Contractor must:

- i. Provide ample warehouse space, in the NCR, for storage of various screens, workstation systems, furniture, and office equipment in the event of short term storage requirements for INFC;
- ii. Create, provide and maintain a computerized inventory of all material, equipment and furniture stored;
- iii. Label and store all items for ease of retrieval and reporting;
- iv. Identify the total amount of cubic feet of actual materiel warehoused;
- v. Provide all warehouse handling, including loading and unloading from trucks at warehouse dock;
- vi. Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods;
- vii. Be diligent in the protection of INFC items at all times (including, but not limited to transportation and storage);
- viii. At the time of each defined move requested by INFC, prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move; and
- ix. Provide inventory reports within twenty-four (24) hours when requested by the Project Authority.

b) Any damage is to be verified by the Project Authority, prior to the item being moved. The disposal of damaged inventory will be the responsibility of INFC.

c) If any items from INFC offices in Montreal need to be stored, the Contractor must store them in their warehouse in the NCR.

d) In the event of any damage or loss attributed to the Contractor during a move and warehousing operation, the Contractor will repair or replace INFC's furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.

### 3.3 Relocation Services

A Service Request will be communicated via email with a description of project details and required staff, equipment, tools, resources etc. on an "as and when requested" basis. For each request for a move, the Contractor must:

- Pack, pick-up, and ship items within 48 hours of receiving a written request from the Project Authority;
- Be prepared to respond within four (4) hour notice being given for small projects and forty-eight (48) hour notice being given for larger projects;
- Provide transportation of their personnel to and from the work sites, at no additional cost to INFC; and
- Provide their personnel with tools & equipment, as well as all related materials and supplies required for the performance of the Work, under any resulting contract, at no additional cost to INFC.

### 3.4 Staff/Personnel

Personnel assigned to this work will be movers, packers and installers. They must possess the knowledge related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations. Installers must be knowledgeable in Teknion leverage, Haworth and Steelcase systems furniture.

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

Each move, regardless of size, requires a Crew Supervisor that can communicate fluently in both official languages both verbally and in writing for both Montreal and Ottawa. Crew Supervisors must have the following experience:

- in moving and relocating office equipment and furniture; and
- in installing, assembling and disassembling office furniture

INFC reserves the right to verify the personnel's certification/experience at any point.

Personnel must display the Contractor's name or logo on their outer garment(s) for identification purposes. The personnel must also carry around a personal identity card of the Contractor with them and show it whenever they are asked to do so at any move location.

Personnel must have client orientation and interpersonal skills; they must be able to work well with others, to 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:

- neat in appearance;
- 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.

#### 3.4.1 Safety

The Contractor must ensure its crew supervisor and any other personnel who perform the Work:

- comply with the provisions of the following at all times when operating in that jurisdiction:
  - o Quebec act respecting occupational health and safety (Quebec);
  - o Quebec Safety Code for the Construction Industry (Quebec);
  - o Ontario Health and Safety Act (Ontario); and the
  - o Canada Labour Code, Part II (Canada);
- have all the personal protective equipment required to perform the Work while complying with the Contractor's insurance obligations;
- have received the necessary training, information, and tools to perform the Work safely; and

- use tools and protective equipment in compliance with the applicable standards, acts and regulations.
- When an incident occurs, the Contractor must (a) notify the Project Authority immediately and (b) take all necessary measures, including work stoppage, to protect the health and safety of workers and the public.

INFC will show the Contractor's crew supervisor(s) (a) the location of the available first aid stations and AED machines as well as (b) the protocols to be followed if an alarm sounds at INFC offices.

### 3.5 Packing Materials and Suppliers

The Contractor will supply plastic bins with lids, labels and security ties. The minimum dimensions of plastic bins are 25" x 16" x 12" or 2.7 cubic feet.

### 3.6 Equipment, Resources, Tool Kits

The Contractor is required to provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to INFC.

Examples of what could be required:

- 4-wheel padded dollies;
- Screen cars;
- Electronic/computer carts;
- Corner protectors;
- Shrink wrap;
- Dollies; and
- Blankets/furniture pads.

Example of a suitable mover's tool kit:

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- Two (2) 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 pein hammers;
- Cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged batteries;
- Metric and imperial Allen keys (complete sets); and
- 100-foot measuring tape.

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

### 3.7 Vehicles

The Contractor is required to provide up to two (2) cube vans, two (2) trucks with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg, closed-in box type; (at least one (1) of the trucks is required to have hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard, as required.

Note that offices INFC occupies at contract award in both Ottawa and Montreal cannot handle a truck with a tractor trailer.

The Contractor is required to have access to additional one (1) cube van and one (1) truck with the same GVWR of 6,800 kg, with or without hydraulic tail gates, and with sufficient clean furniture pads in each truck and a wallboard, as required.

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-needed basis.

The Contractor must have readily available back-up vehicles in case of breakdown at no additional cost to INFC.

The Contractor must ensure that all vehicles used for the Work are clean and in good working order.

#### **4. Hours of Work**

*Note to Bidders: Article 4.1 will be amended according to the winning bidder's financial bid and will conform with article 1.0 Basis of Payment in Annex B, Terms of Payment.*

4.1. All work must be provided strictly in accordance with the hours of work conditions specified herein, and the time frames specified for each request. The work schedule for specific requests may be subject to change in the event of unforeseen circumstances and as authorized by the Project Authority.

a. Within regular working hours means working:

- i. from 0\_:00 to \_\_:00 ( \_\_ hours per day), Monday to Friday;
- ii. from 0\_:00 to \_\_:00 ( \_\_ hours per day) on Saturdays;
- iii. from 0\_:00 to \_\_:00 ( \_\_ hours per day) on Sundays;

b. Outside regular working hours means working:

- i. from \_\_:00 to \_\_:00 ( \_\_ hours per day), Monday to Friday;
- ii. from \_\_:00 to \_\_:00 ( \_\_ hours per day) on Saturdays;
- iii. from \_\_:00 to \_\_:00 ( \_\_ hours per day) on Sundays.

4.2 The minimum period of work for an individual request will be three hours. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.

4.3 An additional overtime premium will be paid for Statutory Holidays and for which the Contractor compensates employees (drivers, general movers, installers, and crew supervisors). The additional overtime premium for statutory holidays is calculated at time and a half of the firm hourly rates specified in Annex B, Terms of Payment. NOTE: The Ontario Family Day in February is not a national statutory holiday for Government of Canada and is to be considered a normal working day. It is a statutory holiday in the Province of Ontario. Overtime pay should be applicable for suppliers of Ontario for working on Family Day.

4.4 Other than Statutory Holidays, there will be no additional premium paid for the Contractor's employees (drivers, general movers, installers, and crew supervisors).

#### **5. Site Regulations**

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

During and on completion of each of moves, the Contractor must collect and remove all rubbish, crates, boxes, wrapping, plastics and all materials associated with the move away from the premises. The Contractor is responsible to keep the area safe and clean at all times.

The Contractor must adhere to all emergency, fire safety, and security regulations in the buildings as well as wearing proper equipment for the work.

The Contractor must not block any fire exit corridor, exit door, elevator, lobby, or hallway with any materials.

While performing services, the Contractor employees must not engage in the following activities, including but not limited to:

- smoking anything while on the premises of INFC offices;
- damaging Crown property of any type;
- arriving at the work site under the influence of drugs (legal or otherwise) or alcohol;
- consuming alcoholic beverages on the job;
- behaving in an unprofessional manner and/or using offensive language of any type;
- using unassigned washrooms without permission;
- using INFC telephones without prior approval of the Project Authority;
- Engaging in prolonged discussions or arguments regarding the Work;
- Performing any work not specified in the Contract without written approval of the Contracting Authority; and
- Requesting or accepting any articles or currency as a gratuity for any of the Work performed.

### 5.1 Work Locations/Sites

INFC offices are located in the downtown of two cities, although the location may change throughout the contract. In Ottawa, they are located at 180 Kent St. and 427 Laurier Ave. W., both of which are part of the same Minto complex (i.e. same loading dock for both), as at contract award. In Montreal, offices are located at 800 Rene-Levesque Blvd. W. as at contract award

As at contract award, the INFC Montreal regional office includes an approximate combined total of 35 enclosed offices, workstations/cubicles, and meeting rooms.

Whether or not an advance site visit is required for any service request will be discussed beforehand, but that decision of whether or not to have a site visit ultimately rests solely with the Project Authority.

## 6. Registration - Authorities - Licenses

The Contractor must ensure that all vehicles used to fulfill the terms of the contract will be 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 by the Project Authority.

## 7. Possible Additional Services

a) The Contractor may have to keep furniture, parts, and workstations temporarily at their warehouse while waiting for GC Surplus buyers to pick up the goods (lots) for items identified as fit for resale by the Project Authority. In the event that there is no buyer from GC Surplus for any of those items, the Project Authority will provide instructions where the Contractor must then transport those items to a special

dumping and recycling facility for discarding. Wrapping items as well as including a skid may be required each time for those items, but NOT delivery.

b) The Contractor may be required to move up to 6,000 cubic feet of INFC's office items from a warehouse in the NCR identified by the Project Authority to the Contractor's warehouse in the NCR. If required, this will need to be completed within one week of contract award or on a later date agreed to by the Project Authority.

c) In the last calendar week of the Contract, the Contractor may be required to move all INFC items in storage within the NCR at that point to a warehouse within the NCR identified by the Project Authority. The Project Authority will confirm this need at least 20 calendar days in advance. Note: If any option period is invoked, the last calendar week of the contract will be the last week of the latest option period invoked.

## ANNEX B – TERMS OF PAYMENT

### 1. Basis of Payment

*Note to Bidders: articles 1.1 Items and General Services and 1.2 Firm Hourly Rates (below) may be amended slightly to conform to the wording of the winning bidder's financial bid.*

#### 1.1 Items and General Services

For the Work described in Annex A, Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid the firm all-inclusive unit prices below where Customs duties are included and Applicable Taxes are extra.

##### 1.1.1 Initial Contract Period (from December 14, 2020 to November 30, 2025 (inclusive))

##### 1.1.1.1 First Year (from December 14, 2020 to November 30, 2021 (inclusive))

The Contractor will be paid the all-inclusive firm one-time per-unit prices below, for work performed and items purchased in accordance with the Contract from December 14, 2020 to November 30, 2021 (inclusive). Customs duties are included and Applicable Taxes are extra.

a. **Storage** in the NCR (including reports): \$ [bidder to include in its financial proposal] per cubic foot per month

b. Make an INFC item in storage available for **pickup by a GCsurplus** buyer in the NCR: \$ [bidder to include in its financial proposal] per \_\_\_\_

i. with option to wrap an item: \$ [bidder to include in its financial proposal] per \_\_\_\_

ii. with option to place items on a skid that the buyer can take: \$ [bidder to include in its financial proposal] per skid

c. Take an INFC item in storage to a **dump or recycling centre** in the NCR: \$ [bidder to include in its financial proposal] per \_\_\_\_

(This is in addition to any costs imposed by the municipality, the dump, or the recycling centre.)

d. Cost to take an INFC item in storage to a dump or recycling centre in *Montreal*: \$ [bidder to include in its financial proposal] per \_\_\_\_

(This is in addition to any costs imposed by the municipality, the dump, or the recycling centre.)

e. New **cardboard box** (including labels and tape):

i. delivered in the N.C.R.: \$ [bidder to include in its financial proposal] per box

ii. delivered in Montreal: \$ [bidder to include in its financial proposal] per box

f. **Rental of bins** :

i. in the N.C.R.: \$ [bidder to include in its financial proposal] per bin per day

ii. in Montreal: \$ [bidder to include in its financial proposal] per bin per day

g. INFC to **keep a bin** (one-time fee):

i. in the N.C.R.: \$ [bidder to include in its financial proposal] per bin

ii. in Montreal: \$ [bidder to include in its financial proposal] per bin

**h. New self-seal anti-static bubble bag:**

- i. in the N.C.R.: \$ [bidder to include in its financial proposal] per bag
- ii. in Montreal: \$ [bidder to include in its financial proposal] per bag

**1.1.1.2 Second Year** (from December 1, 2021 to November 30, 2022 (inclusive))

The Contractor will be paid the all-inclusive firm one-time per-unit prices below, for work performed and items purchased in accordance with the Contract from December 1, 2021 to November 30, 2022 (inclusive). Customs duties are included and Applicable Taxes are extra.

The firm one-time per-unit prices for the second year of the Contract will be those of the first year of the Contract multiplied by  $[1 + \_\_ \%]$  (bidder to include firm annual percentage increase (same for all items) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Firm Price in year 1 for item X: \$1.00 plus applicable taxes  
Annual percentage increase: 2%  
Firm price in year 2 for item X: \$1.02 plus applicable taxes

**1.1.1.3 Third Year** (from December 1, 2022 to November 30, 2023 (inclusive))

The Contractor will be paid the all-inclusive firm one-time per-unit prices below, for work performed and items purchased in accordance with the Contract from December 1, 2022 to November 30, 2023 (inclusive). Customs duties are included and Applicable Taxes are extra.

The firm one-time per-unit prices for the third year of the Contract will be those of the second year of the Contract multiplied by  $[1 + \_\_ \%]$  (bidder to include firm annual percentage increase (same for all items) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Firm Price in year 2 for item X: \$1.02 plus applicable taxes  
Annual percentage increase: 2%  
Firm price in year 3 for item X: \$1.04 plus applicable taxes

**1.1.1.4 Fourth Year** (from December 1, 2023 to November 30, 2024 (inclusive))

The Contractor will be paid the all-inclusive firm one-time per-unit prices below, for work performed and items purchased in accordance with the Contract from December 1, 2023 to November 30, 2024 (inclusive). Customs duties are included and Applicable Taxes are extra.

The firm one-time per-unit prices for the fourth year of the Contract will be those of the third year of the Contract multiplied by  $[1 + \_\_ \%]$  (bidder to include firm annual percentage increase (same for all items) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Firm Price in year 3 for item X: \$1.04 plus applicable taxes  
Annual percentage increase: 2%  
Firm price in year 4 for item X: \$1.06 plus applicable taxes

**1.1.1.5 Fifth Year** (from December 1, 2024 to November 30, 2025 (inclusive))

The Contractor will be paid the all-inclusive firm one-time per-unit prices below, for work performed and items purchased in accordance with the Contract from December 1, 2024 to November 30, 2025 (inclusive). Customs duties are included and Applicable Taxes are extra.

The firm one-time per-unit prices for the fifth year of the Contract will be those of the fourth year of the Contract multiplied by  $[1 + \_\_ \%]$  (bidder to include firm annual percentage increase (same for all items) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:

Firm Price in year 4 for item X: \$1.06 plus applicable taxes  
Annual percentage increase: 2%  
Firm price in year 5 for item X: \$1.08 plus applicable taxes

1.1.2 Option Period 1 (from December 1, 2025 to November 30, 2026 (inclusive))

If option period 1 is invoked, the all-inclusive firm one-time per-unit prices for option period 1 will be those of the fifth year of the Contract multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all items) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:

Firm Price in year 5 for item X: \$1.08 plus applicable taxes  
Annual percentage increase: 2%  
Firm price in option year 1 for item X: \$1.10 plus applicable taxes

1.1.3 Option Period 2 (from December 1, 2026 to November 30, 2027 (inclusive))

If option period 2 is invoked, the all-inclusive firm one-time per-unit prices for option period 2 will be those of option period 1 multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all items) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:

Firm Price in option year 1 for item X: \$1.10 plus applicable taxes  
Annual percentage increase: 2%  
Firm price in option year 2 for item X: \$1.12 plus applicable taxes

1.2 Firm Hourly Rates

The Contractor will be paid the all-inclusive firm hourly rates below, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra. All the rates below qualify for the additional overtime premium of 1.5 times the firm all-inclusive hourly rate for work performed on statutory holidays.

1.2.1 Initial Contract Period (from December 1, 2020 to November 30, 2025 (inclusive))

1.2.1.1 First Year (from December 14, 2020 to November 30, 2021 (inclusive))

The following all-inclusive rates will apply during the first year of the Contract:

a. cube van

- i. in the N.C.R.: \$ [bidder to include in its financial proposal] per hour
- ii. in Montreal: \$ [bidder to include in its financial proposal] per hour

b. truck

- i. in the N.C.R.: \$ [bidder to include in its financial proposal] per hour
- ii. in Montreal: \$ [bidder to include in its financial proposal] per hour

c. **General Mover** in the N.C.R.:

- i. Monday-Friday, within normal hours: \$ [bidder to include in its financial proposal] per hour
- ii. Monday-Friday, outside normal hours: \$ [bidder to include in its financial proposal] per hour
- iii. Saturday: \$ [bidder to include in its financial proposal] per hour
- iv. Sunday: \$ [bidder to include in its financial proposal] per hour

d. **General Mover in *Montreal*:**

- i. Monday-Friday, within normal hours: \$ [bidder to include in its financial proposal] per hour
- ii. Monday-Friday, outside normal hours: \$ [bidder to include in its financial proposal] per hour
- iii. Saturday: \$ [bidder to include in its financial proposal] per hour
- iv. Sunday: \$ [bidder to include in its financial proposal] per hour

e. **Installer in the N.C.R.:**

- i. Monday-Friday, within normal hours: \$ [bidder to include in its financial proposal] per hour
- ii. Monday-Friday, outside normal hours: \$ [bidder to include in its financial proposal] per hour
- iii. Saturday: \$ [bidder to include in its financial proposal] per hour
- iv. Sunday: \$ [bidder to include in its financial proposal] per hour

f. **Installer in *Montreal*:**

- i. Monday-Friday, within normal hours: \$ [bidder to include in its financial proposal] per hour
- ii. Monday-Friday, outside normal hours: \$ [bidder to include in its financial proposal] per hour
- iii. Saturday: \$ [bidder to include in its financial proposal] per hour
- iv. Sunday: \$ [bidder to include in its financial proposal] per hour

g. **Crew Supervisor in the N.C.R.:**

- i. Monday-Friday, within normal hours: \$ [bidder to include in its financial proposal] per hour
- ii. Monday-Friday, outside normal hours: \$ [bidder to include in its financial proposal] per hour
- iii. Saturday: \$ [bidder to include in its financial proposal] per hour
- iv. Sunday: \$ [bidder to include in its financial proposal] per hour

h. **Crew Supervisor in *Montreal*:**

- i. Monday-Friday, within normal hours: \$ [bidder to include in its financial proposal] per hour
- ii. Monday-Friday, outside normal hours: \$ [bidder to include in its financial proposal] per hour
- iii. Saturday: \$ [bidder to include in its financial proposal] per hour
- iv. Sunday: \$ [bidder to include in its financial proposal] per hour

1.2.1.2 Second Year (from December 1, 2021 to November 30, 2022 (inclusive))

The all-inclusive rates for the second year of the Contract will be those of the first year of the Contract multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all years) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Rate in year 1 for item X: \$1.00 plus applicable taxes  
Annual percentage increase: 2%  
Rate in year 2 for item X: \$1.02 plus applicable taxes

1.2.1.3 Third Year (from December 1, 2022 to November 30, 2023 (inclusive))

The all-inclusive rates for the third year of the Contract will be those of the second year of the Contract multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all years) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Rate in year 2 for item X: \$1.02 plus applicable taxes  
Annual percentage increase: 2%  
Rate in year 3 for item X: \$1.04 plus applicable taxes

1.2.1.4 Fourth Year (from December 1, 2023 to November 30, 2024 (inclusive))

The all-inclusive rates for the fourth year of the Contract will be those of the third year of the Contract multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all years) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:

Rate in year 3 for item X: \$1.04 plus applicable taxes  
Annual percentage increase: 2%  
Rate in year 4 for item X: \$1.06 plus applicable taxes

#### 1.2.1.5 Fifth Year (from December 1, 2024 to November 30, 2025 (inclusive))

The all-inclusive rates for the fifth year of the Contract will be those of the fourth year of the Contract multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all years) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Rate in year 4 for item X: \$1.06 plus applicable taxes  
Annual percentage increase: 2%  
Rate in year 5 for item X: \$1.08 plus applicable taxes

#### 1.2.2 Option Period 1 (from December 1, 2025 to November 30, 2026 (inclusive))

If option period 1 is invoked, the all-inclusive rates for option period 1 will be those of the fifth year of the Contract multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all years) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Rate in year 5 for item X: \$1.08 plus applicable taxes  
Annual percentage increase: 2%  
Rate in option period 1 for item X: \$1.10 plus applicable taxes

#### 1.2.3 Option Period 2 (from December 1, 2026 to November 30, 2027 (inclusive))

If option period 2 is invoked, the all-inclusive rates for option period 2 will be those of option period 1 multiplied by  $[1 + \_\%]$  (bidder to include firm annual percentage increase (same for all years) in its financial proposal). These pre-tax amounts will be rounded down to the nearest penny. For example:  
Rate in option period 1 for item X: \$1.10  
Annual percentage increase: 2%  
Rate in option period 2 for item X: \$1.12 plus applicable taxes

### 1.3 Cost Reimbursable Expenses – No allowance for Profit and Overhead

The Contractor will be reimbursed for the authorized **expenses incurred at dumps and recycling centres** in the N.C.R. and in Montreal in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

1.4 For articles 1.1, 1.2, and 1.3 (above) including all sub-articles, 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.

## 2. **Authorized Travel and Living Expenses**

Canada will not pay any travel or living expenses associated with performing the Work.

### 3. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ [bidder to provide in its financial proposal]. 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.

### 4. Method of Payment - Monthly

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### 5. Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument: Direct Deposit (Domestic and International).

### 6. Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11) Discretionary Audit applies to and forms part of the Contract.

### 7. Time Verification

Time charged and the contract price of any goods used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## 8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - b. an itemized list of items rented or purchased;
  - c. a copy of any other documents as specified in the Contract.
3. Invoices must be distributed by email as follows for certification and payment:
  - One (1) copy must be sent to the Project Authority;
  - One (1) copy must be sent to [contact info will be identified at contract award] .

### **ANNEX C – SECURITY REQUIREMENTS CHECK LIST**

The security requirements check list for this requirement can be found on the following four pages.



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Infrastructure Canada</b>		2. Branch or Directorate / Direction générale ou Direction <b>CSB</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Requirement for moving and storage services			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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

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

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

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Sophie Loyer	Acting Manager Accommodations Services		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-325-3074		sophie.loyer@canada.ca	October 11th 2019
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Man Lavoisieur	Manager Security Operations		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-542-1822		Man.Lavoisieur@Canada.ca	2019-10-11
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Richard Soulliere	Contracting Specialist		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
343-551-8910		richard.soulliere@canada.ca	Jan. 30, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

## **ANNEX D – Insurance Requirements**

### A - 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 Infrastructure 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.

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

(o) 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.

#### B – 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.

#### C – 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 Infrastructure Canada for any and all loss of or damage to the property however caused.

#### D – 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 (insert approximate dollar value of goods per shipment) \$200,000.00 per shipment. Government Property must be insured on Actual Cost Value (depreciated cost).

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 Infrastructure Canada for any and all loss of or damage to the property however caused.

#### E – 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 D, 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 Infrastructure Canada must be responsible for the additional premium.