

RETURN BIDS TO :

**RETOURNER LES
SOUMISSIONS À:**

Bid Receiving
Shared Services Canada | Services
partagés Canada
180 Kent Street
Ottawa, Ontario
K1G 4A8
13th Floor

**AMENDMENT REQUEST FOR
PROPOSAL**

DEMANDE DE PROPOSITION

Proposal To: Shared Services Canada

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

Proposition aux: Services partagés Canada

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

Comments - Commentaires

**This document contains a Security
Requirement**

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

Issuing Office – Bureau de distribution

Shared Services Canada – SA Authority
Procurement Operations
180 Kent Street
Ottawa, Ontario
K1G 4A8

Title – Sujet Moving and Warehousing Services	
Solicitation No. – N° de l'invitation R0000086759	Date June 8, 2021
Amendment number: 1	
Buy & Sell Reference No. – N° de reference de SEAG R0000086759	
File No. – N° de dossier R0000086759	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le July 12, 2021	
Time Zone Fuseau horaire EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Julie Dessureault	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone : 613-608-3114	FAX No. – N° de FAX 613-948-0990
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Amendment #01 is raised to:

- 1) Respond to Question 1**
- 2) Provide updated Evaluation Grid.**

QUESTION	RESPONSES
<p><u>Question 1:</u></p> <p>We have been reviewing & preparing the Mandatory Technical Criteria along with the Point Rated Technical Criteria for the recent solicitation presented and with the current pandemic that has been affecting everyone along with our industry for the past 15-17 months, due to the ongoing lockdowns the criteria/projects that are requested in this solicitation have been postponed or cancelled during this time.</p> <p>Would it be possible to have the current requirement of 24 months in all areas to be amended to 36-48 months to allow for a larger timeframe to meet the requirements?</p>	<p>.</p> <p>Yes the current requirements in the Evaluation Grid will be changed from 24 months to “<i>within the last thirty-six (36) months from date of bid closing</i>.”</p>

UPDATED EVALUATION GRID

Mandatory Criteria	Page #	Yes	No
<p>M1) Bidder's Warehouse Facility</p> <p>Bidder MUST have a secure, climate controlled, warehouse facility or facilities equipped with security systems such as, closed circuit TV, alarm system, monitored 24hrs/day, that can accommodate 100,000 cubic feet of actual space within a 30 km radius of SSC Headquarters located at 99 Metcalfe, Ottawa (Ontario).</p> <p>The Bidder must provide a detailed description outlining how they meet the above by providing a list of location(s) including complete address as well as cubic feet available at location(s) proposed for this requirement. The location(s) holding the dedicated 50,000 cubic feet of warehouse space is to be identified.</p>			
<p>M2) Minimum Vehicle Requirement</p> <p>Bidder MUST:</p> <ol style="list-style-type: none"> 1) have a fleet of two (2) trucks with the following specifications: <ul style="list-style-type: none"> • Have a hydraulic tail gate • Have a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kgs (five (5) ton), • Be a closed-in box type • Have 25 clean furniture pads; 2) have a fleet of four (4) additional trucks with the following specifications: <ul style="list-style-type: none"> • With or without a hydraulic tail gate • Have a minimum GVWR 6,800 kgs (five (5) ton) • Be a closed-in box type. <p><u>The Bidder must provide copies of all vehicle registrations, in their proposal.</u></p>			

Mandatory Criteria	Page #	Yes	No
<p>M3) Bidder Experience - General</p> <p>Bidder MUST demonstrate experience in dismantling, relocating and installing workstation systems and providing services for relocating office equipment and furniture systems by providing a list of five (5) projects completed within the last <u>36 months</u> from date of bid closing.</p> <p>Each project MUST involve the dismantling, relocation and installation of fifteen (15) or more workstations, office equipment and/or furniture systems.</p> <p>The following information must be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 			

Mandatory Criteria	Page #	Yes	No
<p>M4) Bidder Experience – Furniture Systems</p> <p>Bidder MUST demonstrate experience in dismantling and installing Haworth furniture system by providing two (2) past projects completed within the last 36 months from date of bid closing.</p> <p>Each project MUST involve the dismantling and installation of forty (40) or more workstations.</p> <p>The following information must be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 			
Mandatory Criteria	Page #	Yes	No
<p>M5) Crew Supervisor Experience (2 resources required)</p> <p>Each resources MUST:</p> <ol style="list-style-type: none"> 1) have experience in the dismantling, packing, relocation and assembly of sequential library/registry systems and storage/system units; and 2) have experience in the dismantling and installation of powered screens or integrated workstations; and 3) be capable of communicating in English and in French. <p>Experience MUST be demonstrated by providing a list of five (5) projects completed within the last 36 months from date of bid closing</p> <p>For a project to qualify, it MUST involve each of the following:</p> <ul style="list-style-type: none"> • the reading of system furniture or office furniture or screen plans or floor plans or other furniture layouts; • coordinating the sequence of a move or several moves; and • the dismantling, packing and assembly a total of fifteen (15) or more 			

Mandatory Criteria	Page #	Yes	No
<p>storage/system units or powered screens/integrated workstations.</p> <p>The following information must be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience) 			
<p>M6) Moving Technician Experience (18 resources required)</p> <p>Each Moving Technician MUST have experience in the relocation of office furniture, office equipment, filing cabinets, records and similar effects.</p> <p>Experience MUST be demonstrated by providing one (1) project involving the relocation of thirty (30) or more workstations, office equipment and furniture and be completed within the last 36 months from date of bid closing.</p> <p>The following information must be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 			
<p>M7) Workstation Installer Experience (12 resources required)</p> <p>Each Workstation Installer MUST have experience in the dismantling and installation of powered screens and integrated workstations.</p> <p>Experience MUST be demonstrated by providing one (1) project completed within the last 36 months from date of bid closing.</p> <p>For a project to qualify, it MUST involve the dismantling and installation of fifteen (15) or more powered integrated workstations.</p> <p>The following information should be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 			

Mandatory Criteria	Page #	Yes	No
<p>M8) Library Installer Experience (6 resources required)</p> <p>Each Library Installer MUST have experience in the dismantling, packing, relocation and assembly of sequential library, registry systems or storage system.</p> <p>Experience MUST be demonstrated by providing one (1) project completed within the last 36 months from date of bid closing.</p> <p>For a project to qualify, it MUST involve the dismantling, packing, relocation and assembly of ten (10) or more bays of shelving.</p> <p>The following information should be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 			
<p>M9) Security Requirements</p> <p>The Bidder MUST hold a valid Designated Organization Screening (DOS) at the level of PROTECTED B issued by the Canadian Industrial Security Division (CISD), Public Works and Government Services Canada at time of bid closing.</p> <ul style="list-style-type: none"> • The Bidder's proposed personnel requiring access to PROTECTED information, assets or work site(s) MUST each hold a valid STATUS granted and approved by a Departmental Security Office or the Canadian Industrial Security Division (CISD), Public Works and Government Services Canada at bid solicitation closing date. 			

1.2 Point Rated Technical Criteria

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

Point-Rated Criteria	Page #	Max points	Bidder Score
<p>RT1) Vehicle Requirements</p> <p>For each additional vehicle (not included in M2), 5 points will be allocated per vehicle as follow, up to a maximum of twenty five (25) points:</p> <ul style="list-style-type: none">1) up to two (2) additional trucks with a GVWR of 6,800 kgs2) additional vehicles (other than trucks with a GVWR of 6,800kgs), including but not limited to smaller delivery type vehicles (i.e. tractor trailer, cube vans, etc.). Passenger or personal vehicles will not qualify. <p>The Bidder MUST provide copies of all vehicle registrations in its proposal to order to be awarded points.</p>	_____	25	_____

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT2) Bidder Experience – General</p> <p>The Bidder is to provide up to 5 additional projects, other than those indicated in M3, relevant in size, nature and complexity to this RFP completed within the last <u>36 months</u> from bid closing</p> <p>The same project qualifier(s) as per M3 will be used to qualify each project. <u>Each additional project submitted</u> will receive up to six (6) points as indicated below.</p> <p>For a project to receive maximum points, it MUST involve the</p> <ul style="list-style-type: none"> - dismantling; (2 points) - relocation; and (2 points) - installation of fifteen (15) or more workstations, office equipment or furniture systems. (2 points) <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 	<p>_____</p>	<p>30</p>	<p>_____</p>

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT3) Bidder Experience – Furniture Systems</p> <p>Points will be given to Bidders that demonstrate additional experience from M4 in dismantling, relocating and installing additional furniture systems such as but not limited to <i>Teknion, Precision, Artmet, Steelcase, Global, Corcan, Nightingale, Trendway, Herman Miller</i> or <i>Knoll</i>. Up to (10) points will be allocated as follows:</p> <ul style="list-style-type: none"> • 1 additional furniture system = 2 points; • 2 additional furniture systems = 4 points; • 3 additional furniture systems = 7 points; and • 4 additional furniture systems or more = 10 points. <p>Experience is to be demonstrated by providing one (1) project completed within the last 36 months prior to date of bid closing involving the dismantling and installation of forty (40) or more workstations of the above furniture systems.</p> <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience). 	_____	10	_____
Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT4) Bidder Experience – Library Systems Installations</p> <p>2 points will be allocated per project involving the sequential library or registry dismantling, packing, relocation and assembly of ten (10) or more storage/system units. Up to a maximum of ten (10) points</p> <p>Experience is to be demonstrated by providing a list of projects other than those provided in M8 completed within the last 36 months prior to date of bid closing.</p> <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience) 	_____	10	_____

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT5) Bidder Experience – Managing Multiple Large Moves</p> <p>4 points will be allocated per project in which the Bidder simultaneously managed multiple large moves involving the dismantling, relocation and installation of office equipment, furniture of fifteen (15) or more workstation system units in various buildings Up to a maximum of 20 points</p> <p>Experience is to be demonstrated by providing a list of projects completed within the last <u>36 months</u> prior to bid closing.</p> <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder’s experience) <p>Definitions:</p> <p>Simultaneous is defined as “at the same time”.</p> <p>Multiple is defined as “two (2) or more moves or workstation systems dismantling/installation”.</p> <p>Large is defined as “moves involving 100 or more federal employees or the dismantling or installation of 60 workstation systems in the last 36 months.”</p> <p>Project is defined as “involving two (2) or more workstation systems installation or modification in a workstation without moving everything from that workstation”.</p>	<p>_____</p>	<p>20</p>	<p>_____</p>

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT6) Crew Supervisor – General Experience</p> <p>5 points will be allocated for each additional project, other than those submitted in M5 for the Crew Supervisors. Experience is to be demonstrated by providing a list of projects completed within the last 36 months prior to date of bid closing.</p> <p>The same project qualifier(s) as per M5 will be used to qualify each project.</p> <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> • project title • project duration • project description • project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience) <p>Each crew supervisor (up to two (2)) will be evaluated separately up to twenty-five (25) points per crew supervisor.</p>	_____	50	_____

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT7) Bidder's Quality Assurance Plan</p> <p>The Bidder is to:</p> <ul style="list-style-type: none"> • outline its quality assurance plan to demonstrate how it will ensure SSC receives quality service; and • demonstrate how it intends to ensure and control the quality of service provided by its personnel. <p>The Bidder's response should:</p> <ol style="list-style-type: none"> 1. describe its training practices; 2. describe its hiring practices; 3. outline its approach for general movers/installers; and 4. outline its vehicle replacement plan (i.e. leasing in case a vehicle becomes inoperable during a job <p><i>Up to fifteen (15) points will be allocated as follows:</i></p> <ul style="list-style-type: none"> • 4 out of 4 assessment criteria are explained in detail and are sound = 15 points • 3 out of 4 assessment criteria are explained in detail and are sound = 8 points; • 2 out of 4 assessment criteria are explained in detail and are sound = 3 points; and • less than 2 out of 4 assessment criteria explained or the details provided are either unclear or not sound = 0 points. 	<p>_____</p>	<p>15</p>	<p>_____</p>

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT8) Bidder's Client Complaint Approach</p> <p>The Bidder is to detail its approach with respect to dealing with and processing a client's complaint by addressing:</p> <ol style="list-style-type: none"> 1. process to initiate action to resolve the problem; 2. communication device(s) used to resolve the problem; 3. person (position title) assigned to investigate the complaint; 4. feedback to client (how, when, what, etc.); and 5. approach to ensure problem does not re-occur. <p>Up to ten (10) points will be allocated as follows:</p> <ul style="list-style-type: none"> • 5 out of 5 assessment criteria are explained in detail and are sound = 10 points; • 4 out of 5 assessment criteria are explained in detail and are sound = 5 points; • 3 out of 5 assessment criteria are explained in detail and are sound = 3 points and; • less than 3 out of 5 assessment criteria are explained or the details provided are either unclear or not sound = 0 points. 	_____	10	_____

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT9) Warehousing – Bidder’s Approach to Monitoring, Reporting and Retrieving Inventory</p> <p>The Bidder’s approach to monitoring, reporting and retrieving inventory of office equipment and furniture will be assessed.</p> <p>Up to fifteen (15) points will be allocated as follows:</p> <ul style="list-style-type: none"> • The Bidder provided a diagram mapping out how it will use an automated system of monitoring, reporting and retrieving the inventory of office equipment and furniture from storage = 15 points; • the Bidder provided a diagram mapping out how it will use a manual system of monitoring, reporting and retrieving the inventory of office equipment and furniture from storage = 5 points; and • the Bidder did not provide a diagram mapping out how it will use any system, or the Bidder does not have any system of monitoring, reporting and retrieving the inventory of office equipment and furniture from storage = 0 points. <p>Definitions:</p> <p>Automated is defined as “the technique, method, or system of operating or controlling a process by highly automatic means, as by electronic devices, reducing human intervention to a minimum.” i.e. Using computers, specific inventory software programs, printers, etc.</p> <p>Manual is defined as “done, operated, worked, etc., by the hand or hands rather than by an electrical or electronic device.” i.e. inputting data by hand into general inventory ledgers, etc.</p>	<p>_____</p>	<p>15</p>	<p>_____</p>

Point-Rated Criteria	Page #	Max points	Score (Points)
<p>RT10) Bidder's Warehouse Facility</p> <p>The list provided in M1 will be used to rate the dedicated 50,000 cubic feet. Bidder is proposing warehouse space:</p> <ul style="list-style-type: none"> • in one location that will include both the dedicated 50,000 cubic feet as well as the additional 100,000 cubic feet.= 10 points; • in one location = 8 points; • in two locations = 5 points; • in three locations = 4 points; • in four locations = 2 points; and • in more than four locations = 0 points. 	_____	10	_____
<p>RT11) Bidder's Additional Warehouse Facility</p> <p>The list provided in M1 will be used to rate the additional 100,000 cubic feet. Bidder is proposing warehouse space:</p> <ul style="list-style-type: none"> • in one location that will include both the dedicated 50,000 cubic feet as well as the additional 100,000 cubic feet = 10 points; • in one location = 8 points; • in two locations = 5 points; • in three locations = 4 points; • in four locations = 2 points; and • in more than four locations = 0 points. 	_____	10	_____

Minimum Required Technical Score (PASS MARK): 143.5/205 (70%)			
Maximum Technical Score: 205/205			



Shared Services Services partagés

RFP R0000086759

Canada Canada

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