



Request for Proposal: 100018393

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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 General Conditions, Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form and any other annexes.

1.2 Summary

1. The objective is to acquire services from a single vendor to move, dismantle, and install office equipment and furniture, and related goods/services, for ESDC/SC on an "as and when requested" basis and to obtain dedicated warehouse space in the National Capital Region (NCR).
2. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
3. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
4. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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 virtually.



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1.4 Bid Challenge and Recourse Mechanisms

1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority identified in the first page of the solicitation or contractual document.

Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
3. Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

2.1.1 Integrity provisions—bid

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at [*Ineligibility and Suspension Policy*](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [*Declaration form for procurement*](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the [*Ineligibility and Suspension Policy*](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [*Declaration form for procurement*](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.



2.1.2 Standard instructions, clauses and conditions

Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16), the instructions, clauses and conditions identified in the bid solicitation and resulting contract by number, date, and title are incorporated by reference into and form part of the bid solicitation and resulting contract as though expressly set out in the bid solicitation and resulting contract.

2.1.3 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

2.1.4 Submission of bids

1. Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 2.1.15.
2. It is the Bidder's responsibility to:
 - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
 - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
 - c. submit by solicitation closing date and time a complete bid;
 - d. send its bid only to the e-mail address specified on Page 1;
 - e. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
 - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
3. Canada will make available Notices of Proposed Procurement (NPP), bid solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, bid solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Bidder to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Bidder's part nor for notification services offered by a third party.
4. Bids will remain open for acceptance for a period of not less than 90 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
5. Bid documents and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).



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7. Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
8. A bid cannot be assigned or transferred in whole or in part.

2.1.5 Late bids

Canada will delete bids delivered after the stipulated solicitation closing date and time.

2.1.6 Legal capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

2.1.7 Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- g. negotiate with the sole responsive Bidder to ensure best value to Canada.

2.1.8 Rejection of bid

1. Canada may reject a bid where any of the following circumstances is present:
 - a. the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
 - b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;
 - c. the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with the Government of Canada:



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- i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
 - ii. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a bid pursuant to a provision of subsection 1. (f), the Contracting Authority will so inform the Bidder and provide the Bidder 10 days within which to make representations, before making a final decision on the bid rejection.
3. Canada reserves the right to apply additional scrutiny, in particular, when multiple bids are received in response to a bid solicitation from a single bidder or a joint venture. Canada reserves the right to:
 - a. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the evaluation has the effect of prejudicing the integrity and fairness of the process, or;
 - b. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the procurement process would distort the solicitation evaluation, and would cause a result that would not reasonably have been expected under prevailing market conditions and/or would not provide good value to Canada.

2.1.9 Communications—solicitation period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

To ensure consistency and quality of information provided to bidders, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS). For further information, consult subsection 3 of section 2.1.4.

2.1.10 Price justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

2.1.11 Bid costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.



2.1.12 Conduct of evaluation

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
 - a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
 - b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
 - c. request, before award of any contract, specific information with respect to bidders' legal status;
 - d. conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
 - e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.
 - f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
 - g. interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.
2. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

2.1.13 Joint venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

2.1.14 Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:



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- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
 3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

2.1.15 Entire requirement

The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

2.1.16 Further information

For further information, bidders may contact the Contracting Authority identified in the bid solicitation.

2.1.17 Code of Conduct for Procurement—bid

The *Code of Conduct for Procurement* provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.

2.2 Submission of Bids

Bids must be submitted only to Employment and Social Development Canada (ESDC) by the date, time and place or email address indicated on page 1 of the bid solicitation.

It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt.

Bidders must ensure e-mails do not exceed 13MB to avoid problems with transmission. For security reasons, any information submitted on a USB key will not be evaluated.

Due to the nature of the bid solicitation, bids transmitted by facsimile to ESDC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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



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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;



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- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 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.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that bidders provide their bid in separately bound sections and in separate files, when in soft copy, as follows:

Section I: Technical Bid - 1 soft copy via e-mail;
Section II: Financial Bid - 1 soft copy via e-mail;
Section III: Certifications - 1 soft copy via e-mail;

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) Use 8.5 x 11 inch (216 mm x 279 mm) paper format;
- (b) Use a numbering system that corresponds to the bid solicitation.

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 the requirements listed in ANNEX "E" - Evaluation Criteria. Bidders should demonstrate their capability and describe their approach 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. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex "C".

Section III: Certifications

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



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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex E.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

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 of 161 points** overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a **scale of 230 points**.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. If two or more responsive bids achieve an identical score (total number of points) and this score is determined to be the Highest Combined Rating of Technical Merit and Price, the bidder who achieved the highest technical merit score will be recommended for contract award.



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The table below illustrates an **example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical 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 Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		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.

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 procurement 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.

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/programs/employment-equity/federal-contractor-program.html#) 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

TABLE OF CONTENTS

1. Applicable Laws
2. Priority of Documents
3. Statement of Work
4. Standard Clauses and Conditions
5. Security Requirement
6. Term of Contract
7. Authorities
8. Payment
9. Method of Payment
10. Invoice Submission
11. Foreign Nationals (Canadian Contractor)
12. Proactive Disclosure of Contracts with Former Public Servants
13. Certifications

List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Security Requirements Check List
Annex "C"	Basis of Payment

1. Applicable Laws

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

2. 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 2010C - Medium Complexity - Services (2020-05-28);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Security Requirements Check List;
- (f) Annex "C", Basis of Payment;
- (e) the Contractor's bid dated _____, (to be provided upon contract award)

3. Statement of Work

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

4. 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.



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Whenever 'Public Works and Government Services Canada' appears in any of the standard clauses or the General or Supplemental Conditions replace with "Employment and Social Development Canada".

4.1 General Conditions

General Conditions 2010C - Medium Complexity - Services (2020-05-28), apply to and form part of the Contract, with the following exceptions:

- 4.1.1 Delete reference to 'Client Reference Number (CRN)' and 'Procurement Business Number (PBN)' from Section 06, sub-section 2.a
- 4.1.2 Delete sub-sections 08
- 4.1.3 Delete sub-sections 09
- 4.1.4 Delete sub-sections 10

5. Security Requirement

5.1 The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Services and Procurement Canada (PSPC)

5.2 The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PSPC

5.3 Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PSPC.

5.4 The contractor/offeror must comply with the provisions of the:

- Security Requirements Check List and security guide (if applicable), attached at Annex B.
- Contract Security Manual (latest edition)

6. Period of the Contract

The period of the Contract is from _____ to _____ inclusive. (to be provided upon contract award)

6.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) 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 the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 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. Authorities

7.1 Contracting Authority

The Contracting Authority for the Contract is: (to be provided upon contract award)

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:



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E-mail address:

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.

7.2 Project Authority

The Project Authority for the Contract is: (to be provided upon contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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.

7.3 Contractor's Representative

The Contractor's Representative for the Contract is: (to be provided upon contract award)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

8. Payment

8.1 Basis of Payment – Firm Rates

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm rates as detailed in Annex C Basis of Payment. Customs duties are included, and Applicable Taxes are extra.

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.

8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____ (to be provided at contract award). 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



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design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

9. Method of Payment

9.1 Monthly Payment

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.

10. Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Procurement Business Number (PBN), if applicable, and financial code(s);
 - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - c. deduction for holdback, if applicable;
 - d. the extension of the totals, if applicable; and



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- e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

10.1. T1204 Information Reporting by Contractor

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

11. Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

12. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

13. Certifications

13.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



ANNEX “A” - STATEMENT OF WORK

1. Background

With over 7000 employees in the National Capital Region spread out in 13 different locations, the Department of Employment and Social Development Canada (ESDC)/Service Canada (SC), over the past several years, has had almost daily scheduled and unscheduled moves and the dismantling and installation of office equipment that could range from one office to a hundred or more. It is possible that these numbers could increase or decrease as business need arise. Since January 2019, ESDC/SC has had between 198,305 and 442,346 cubic feet of office equipment and furniture warehoused that was moving in and out regularly on very short notices.

The following is historical data on warehousing use.

Month	Warehouse cubic feet used	Month	Warehouse cubic feet used	Month	Warehouse cubic feet used
Jan-2019	225,574	Jan-2020	198,305	Jan-2021	441,034
Feb-2019	214,067	Feb 2020	200,825	Feb 2021	442,346
Mar-2019	215,442	Mar-2020	345,441	Mar-2021	423,495
Apr-2019	222,863	Apr-2020	409,197	Apr-2021	
May-2019	222,383	May 2020	421,688	May 2021	
Jun-2019	219,475	June 2020	422,984	June 2021	
Jul-2019	216,988	July 2020	428,060	July 2021	
Aug-2019	216,390	Aug-2020	428,060	Aug-2021	
Sep-2019	216,021	Sept-2020	420,418	Sept-2021	
Oct-2019	209,470	Oct-2020	416,698	Oct-2021	
Nov-2019	198,936	Nov-2020	423,198	Nov-2021	
Dec-2019	199,133	Dec-2020	433,590	Dec-2021	

2. Objective

The objective is to acquire services from a single vendor to move, dismantle, and install office equipment and furniture, and related goods/services, for ESDC/SC on an "as and when requested" basis and to obtain dedicated warehouse space in the National Capital Region (NCR).

3. Scope of Work - Tasks

The Contractor must carry out, to the satisfaction of the Client Authority, on an "as and when requested" basis, the following tasks:

3.1 Moving, Dismantling and Installation Services

Such services include, but shall not be limited to:

- a) dismantling and installation of mostly Haworth workstations, but could also include other types of workstations such as but not limited to Corcan, Teknion Precision, Steelcase, Global;
- b) moving of office furniture, office equipment, filing cabinets, records and similar effects, etc.;
- c) packing, crating, loading, unloading, unpacking, uncrating, assembling and cleaning up at the end of each move;



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d) transportation by hand or by truck of workstation systems, office equipment, filing cabinets, records, etc., from one location to another destination within the National Capital Region (NCR).

3.1.1 The Contractor is expected to carry out three (3) large projects in three (3) different locations at the same time, requiring at least 20 installers and 10 movers, in addition to dismantling and installing as many as 100 workstations over a weekend period in each location.

3.1.2 When requested by the client in each work order, the Contractor will prepare a furniture and effects list, and identify any items found to be damaged or scratched prior to the move. The damage is to be verified by the Client Authority, prior to the item being moved.

3.1.3 The Contractor is responsible for delivering all products in a “clean ready to be installed” and/or “utilized” state.

3.1.4 After contract award, the Contractor is responsible to familiarize himself with the locations in which this work is likely to occur, in order to assess the docking, loading and unloading facilities, and to become familiar with the various freight handling systems.

3.1.5 All work performed under the terms and conditions of any resulting work order will be subject to inspection and acceptance by the Project Authority.

3.2 Warehousing Services

Warehousing services consist of providing storage as described herein in the NCR. Warehouse space can consist of a single or multiple location(s) but all must be located within a 30 km radius of ESDC Headquarters located in Place du Portage, Gatineau, Québec. Goods **MUST** be stored in a secure, climate controlled storage space and readily accessible at all times to meet turnaround time detailed herein. A reserved, dedicated area within the warehouse **MUST** be set-aside specifically for this requirement and be capable of warehousing 50,000 cubic feet of actual goods. In addition to the warehouse space required, the warehouse **MUST** be capable of housing an additional 150,000 cubic feet of material at any time on an “as and when requested” basis.

3.2.1 An estimated 200,000 cubic feet of office equipment and furniture will be moved within a month into the contractor's location upon award.

3.2.2 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.

3.2.3 The Project Authority will be granted access to warehouse facilities at all times.

3.2.4 The following services also form part of the warehousing services:

a) create, provide and maintain a computerized inventory of all equipment and or furniture stored, and spelling out the total amount of cubic feet of actual material warehoused. Information to be kept includes, but is not limited to, quantities, physical location of item and detailed descriptions of items such as but not limited to color and size;

b) provide all warehouse handling, including loading and unloading from trucks at warehouse dock;

d) provide a monthly report to Project Authority indicating inventory movement in and out of the warehouse with details on item type, quantity, associated cubic feet and date of movement; and

e) provide additional reports on occasion as requested by the Project Authority.



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3.3 Timelines

- 3.3.1 The Contractor will respond to work orders when given a twelve (12) hour notice, but is also expected to respond with a two (2) hour notice for small local moves.
- 3.3.2 The Contractor will provide warehousing related reports and expenditure reports within twenty-four (24) hours when requested by the Project Authority.
- 3.3.3 The Contractor will deliver from the warehouse to ESDC work site small amounts of goods within a two (2) hour notice and within twenty-four (24) hours for larger orders. The same time frames apply for components returning to the warehouse for storage.
- 3.3.4 The Contractor will respond to inquiries within four (4) hours.

4. Contractor's Responsibilities concerning Personnel

Personnel assigned to this work must be fully experienced movers, packers and installers and possess the knowledge and expertise related to the sequential library or registry packing, assembly and dismantling of storage and system units and the installation of powered screens or integrated workstations, including but not limited to: Haworth and Teknion.

Personnel assigned to this work will read, and understand, office furniture screen plans and floor plans and also various furniture layouts.

Personnel must wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required in accordance with the Labour Code & Regulations.

All personnel must display the company's name or logo on the outer garment for identification & security purposes and each crew will carry one cellular phone at all times for immediate responses to Project Authority.

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

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

Crew supervisor

The Crew supervisor:

- a) will work in both official languages.
- b) will carry a cellular phone at all times.
- c) will manage one or more projects at one time, even at different locations.
- d) will coordinate the sequence of a move or several moves; supervise/direct its personnel and all other resources; be responsible for their on-site conduct and have the authority to request extra movers if requested by the Client Authority.

Move Coordinator

In addition to the requirements defined for the crew supervisor, the Move Coordinator:

- a) will manage the ongoing work orders.
- b) at times, serve a dual role as crew supervisor and move coordinator and will perform a variety of move services on additional moves when and where necessary and ultimately, be part of the working crew.
- c) will report to the Project Authority at a specified date and time determined in the work order.



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5. Hours of Work

- 5.1 The Client Authority will only release work orders Monday to Friday between the following working hours: 8:00 A.M. to 5:00 P.M Eastern Time Zone.
- 5.2 Normal working hours for the Contractor will be Monday to Friday from 7:30 A.M. to the completion of work order.
- 5.3 Work orders could require that work be completed during evenings, weekends and Statutory Holidays.

6. Equipment and Resources

The Contractor must have the ability to correspond by e-mail.

The Contractor must provide all the resources, tools, lifting equipment, skids, commercial racking, wrapping material, and all supplies necessary to perform all tasks properly, efficiently and safely.

Example of items that could be required, but not limited to:

- 500 - 4 wheel padded dollies;
- 20 screen carts;
- 20 electronic/computer carts;
- 200 plastic library bins with lids;
- 300 disposable cardboard library boxes;
- 50 floor protection sheets (i.e. aspenite or equivalent);
- 50 corner protectors;
- Rolls of shrink wrap;
- Labels;
- Dollies;
- Blankets/furniture pads
- Rolls of tape
- Bubble wrap

Each crew will have ready for usage, the necessary tool kits, consisting of the following, but not limited to:

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

The Contractor is required to provide up to six (6) trucks, with a minimum Gross Vehicle Weight Registered (GVWR) 6,800 kg. (5-ton), closed-in box type, of which at least two (2) with an hydraulic tail gate, 25 clean furniture pads in each truck and a walk board as required.



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The Contractor is required to provide additional vehicles upon request, including smaller delivery type vehicles or specific purpose vehicles i.e., tractor trailer to move heavy or awkward loads, with hydraulic tailgates, on an as-needed basis. The Contractor must ensure that it has readily available, back-up vehicles, in case of breakdown at no additional cost to ESDC.

7. Work Permits, Licensing, and Certificates

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

8. Replacement of Personnel

If at any time during the contract, resources proposed in the technical are unable to provided services, the Contractor is to provide replacement personnel who are of similar ability and attainment.



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ANNEX "B" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

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	ESDC	2. Branch or Directorate / Direction générale ou Direction CFOB
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 Moving and Warehousing		
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 type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Etranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input 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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Security Classification / Classification de sécurité





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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 : [Redacted]

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 : [Redacted]
Document Number / Numéro du document : [Redacted]

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<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 : [Redacted]

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.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Security Classification / Classification de sécurité
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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
Michel Paris		Manager, Operations	Paris, Michel
<small>Digitally signed by Michel Paris, DN: cn=Michel Paris, o=Government of Canada, ou=Government of Canada, email=Michel.Paris@hrdc-rhdcc.gc.ca, c=CA</small>			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-889-2953		michel.paris@hrdc-rhdcc.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Jean-Claude Lajoie		RSO NCR	Lajoie, JeanClaude
<small>Digitally signed by Lajoie, JeanClaude, DN: cn=Lajoie, JeanClaude, o=Government of Canada, ou=Government of Canada, email=jeanclaude.lajoie@servicecanada.gc.ca, c=CA</small>			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-654-4696		jeanclaude.lajoie@servicecanada.gc.ca	2021-05-04
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 type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Mykola Polataiko		Procurement and Contracting Specialist	mykola.polataiko@hrdc-drhc.net
<small>Digitally signed by mykola.polataiko@hrdc-drhc.net, DN: cn=mykola.polataiko@hrdc-drhc.net, o=Government of Canada, ou=Government of Canada, email=mykola.polataiko@hrdc-drhc.net, c=CA</small>			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
(613) 298-6045		mykola.polataiko@hrdc-rhdcc.gc.ca	07-06-2021
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

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ANNEX “C” – BASIS OF PAYMENT

The bidder must complete this basis of payment and include it in its Financial Bid.

Initial Contract Period (October 1, 2021 – September 31, 2022)

A)

No.	Category of Resource	Firm Hourly Rate
1	Move Coordinator	\$
2	Crew Supervisor	\$
3	Workstation installer	\$
4	Library installer	\$
5	Move technician	\$
6	Cube van including driver, acting as a move technician	\$
7	Truck with minimum Gross Vehicle registered 6,800 kgs with or without hydraulic lift, including driver, acting as moving technician.	\$
8	Tractor trailer, with driver, acting as moving technician	\$

B) Rate per cubic feet for warehousing services per month \$ _____

Option Period 1 (October 1, 2022 – September 31, 2023)

C)

No.	Category of Resource	Firm Hourly Rate
1	Move Coordinator	\$
2	Crew Supervisor	\$
3	Workstation installer	\$
4	Library installer	\$
5	Move technician	\$
6	Cube van including driver, acting as a move technician	\$
7	Truck with minimum Gross Vehicle registered 6,800 kgs with or without hydraulic lift, including driver, acting as moving technician.	\$
8	Tractor trailer, with driver, acting as moving technician	\$

D) Rate per cubic feet for warehousing services per month \$ _____

Option Period 2 (October 1, 2023 – September 31, 2024)

E)

No.	Category of Resource	Firm Hourly Rate
1	Move Coordinator	\$
2	Crew Supervisor	\$



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3	Workstation installer	\$
4	Library installer	\$
5	Move technician	\$
6	Cube van including driver, acting as a move technician	\$
7	Truck with minimum Gross Vehicle registered 6,800 kgs with or without hydraulic lift, including driver, acting as moving technician.	\$
8	Tractor trailer, with driver, acting as moving technician	\$

F) Rate per cubic feet for warehousing services per month \$ _____

Total Bid Price for Initial Contract Period (A (1-8)+B)	Total Bid Price for Option Period 1 (C(1-8)+D)	Total Bid Price for Option Period 2 (E(1-8)+F)	Total Evaluated Bid Price
\$ _____	+	+	\$ _____



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**ANNEX “D” to PART 5 OF THE BID SOLICITATION - FEDERAL CONTRACTORS PROGRAM FOR
EMPLOYMENT EQUITY – CERTIFICATION**

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

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

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



ANNEX “E” - Evaluation Criteria

Attention Bidders: Indicate beside each of the criteria the relevant page number(s) of your Technical Proposal, which addresses the requirements identified in the Criteria.

<u>Mandatory Criteria #1</u>	Page #	Yes	No
<p><u>M1) Bidder’s Warehouse Facility</u></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 200,000 cubic feet of actual space within a 30 km radius of ESDC Headquarters located in Place du Portage, Gatineau, Québec.</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>			

<u>Mandatory Criteria #2</u>	Page #	Yes	No
<p><u>M2) Minimum Vehicle Requirement</u></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>The Bidder must provide copies of all vehicle registrations, in their proposal.</p>			



<u>Mandatory Criteria #3</u>	Page #	Yes	No
<p><u>M3) Bidder Experience - General</u></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 thirty-six (36) months.</p> <p>In the event that the Bidder is a joint venture or partnership, or that the Bidder is subcontracting more than 30% of the work, the Bidder's projects submitted MUST have been completed with all the parties proposed.</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 ▪ <u>project description</u> ▪ <u>project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience).</u> 			

<u>Mandatory Criteria #4</u>	Page #	Yes	No
<p><u>M4) Bidder Experience – Furniture Systems</u></p> <p>Bidder MUST demonstrate experience in installing furniture systems such as but not limited to <i>Teknion, Precision, Artmet, Steelcase, Global, Corcan, Nightingale, Trendway, Herman Miller</i> or Knoll by providing two (2) past projects completed within the last thirty-six (36) months.</p> <p>Each project MUST involve the dismantling and installation of forty (40) or more workstations.</p> <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> ▪ project title ▪ project duration ▪ <u>project description</u> ▪ <u>project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience).</u> 			



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Mandatory Criteria #5	Page #	Yes	No
<p><u>M5) Move Coordinator Experience (1 required) and Crew Supervisor Experience (2 required)</u></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 thirty-six (36) months.</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 storage/system units or powered screens/integrated workstations. <p>The following information is to be provided for each project:</p> <ul style="list-style-type: none"> ▪ project title ▪ project duration ▪ project description ▪ <u>project reference (i.e. name and telephone number of a reference who can be contacted to confirm the Bidder's experience)</u> 			
<p><u>M6) Moving Technician Experience (18 required)</u></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 thirty-six (36) months.</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). 			



<u>Mandatory Criteria #7</u>	Page #	Yes	No
<p><u>M7) Workstation Installer Experience (12 required)</u></p> <p><u>Each Workstation Installer MUST have experience in the dismantling and installation of powered screens and integrated workstations.</u></p> <p><u>Experience MUST be demonstrated by providing one (1) project completed within the last thirty-six (36) months.</u></p> <p><u>For a project to qualify, it MUST involve the dismantling and installation of fifteen (15) or more powered integrated workstations.</u></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). 			

<u>Mandatory Criteria #8</u>	Page #	Yes	No
<p><u>M8) Security Requirements</u></p> <p>The Bidder MUST hold a valid Designated Organisation 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> <p>The Bidder's proposed personnel requiring access to PROTECTED information, assets or work site(s) MUST each hold a valid RELIABILITY 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.</p>			



PHASE 2: EVALUATION OF POINT RATED CRITERIA

The following is a summary of the point rated criteria and weighting that will be used as a basis for selecting the Bidder.

Point Rated Criteria	Maximum Points	Weight (%)
PR1) Vehicle Requirements	25	6%
PR2) Bidder Experience – General	30	5%
PR3) Bidder Experience – Furniture	10	5%
PR4) Bidder Experience – Library Systems	10	5%
PR5) Bidder Experience – Managing Multiple Large Moves	20	5%
PR6) Move Coordinator – General Experience	25	10%
PR7) Crew Supervisor – General Experience	50	15%
PR8) Bidder's Quality Assurance Plan	15	4%
PR9) Bidder's Client Complaint Approach	10	4%
PR10) Warehousing – Bidder's Approach to Monitoring, Reporting and Retrieving Inventory	15	4%
PR11) Bidder's Warehousing Facility	10	3%
PR12) Bidder's Additional Warehouse Facility	10	4%
Technical Score	230	70%

Attention Bidders: Indicate the page number(s) of your technical proposal where each criteria is addressed.

The required **minimum of 161 points** overall for the technical evaluation criteria which are subject to point rating



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Point-Rated Criteria #1	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR1) Vehicle Requirements</u></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> <ol style="list-style-type: none"> 1) up to two (2) additional trucks with a GVWR of 6,800 kgs 2) 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 is to provide copies of all vehicle registrations in its proposal.</p>	—	25	6%	—	—

Point-Rated Criteria #2	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR2) Bidder Experience – General</u></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 thirty-six (36) months.</p> <p>The same project qualifier(s) as per M3 will be used to qualify each project. Each additional project submitted 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). 	—	30	5%	—	—



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<u>Point-Rated Criteria #3</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR3) Bidder Experience – Furniture Systems</u></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 Knoll. 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 thirty-six (36) months 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	5%	_____	_____

<u>Point-Rated Criteria #4</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR4) Bidder Experience – Library Systems Installations</u></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 completed within the last thirty-six (36) months.</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	5%	_____	_____



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Point-Rated Criteria #5	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR5) Bidder Experience – Managing Multiple Large Moves</u></p> <p><u>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</u></p> <p>Experience is to be demonstrated by providing a list of projects completed within the last thirty-six (36) months.</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 24 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>	_____	20	5%	_____	_____



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<u>Point-Rated Criteria #6</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR6) Move Coordinator – General Experience</u></p> <p>5 points will be allocated for each additional project, other than those submitted in M5 for the Move Coordinator, up to twenty-five (25) points.</p> <p>Experience is to be demonstrated by providing a list of projects completed within the last thirty-six (36) months.</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) 	_____	25	10%	_____	_____

<u>Point-Rated Criteria #7</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR7) Crew Supervisor – General Experience</u></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 thirty-six (36) months.</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><u>Each crew supervisor (up to two (2)) will be evaluated separately up to twenty-five (25) points per crew supervisor.</u></p>	_____	50	15%	_____	_____



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<u>Point-Rated Criteria #8</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR8) Bidder's Quality Assurance Plan</u></p> <p>The Bidder is to:</p> <ul style="list-style-type: none"> • outline its quality assurance plan to demonstrate how it will ensure ESDC 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. 	—	15	4%	—	—



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<u>Point-Rated Criteria #9</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR9) Bidder's Client Complaint Approach</u></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><i>Up to ten (10) points will be allocated as follows:</i></p> <ul style="list-style-type: none"> • 5 out of 5 assessment criteria are explained in detail and are sound = 10; • 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	4%	_____	_____



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<u>Point-Rated Criteria #10</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR10) Warehousing – Bidder’s Approach to Monitoring, Reporting and Retrieving Inventory</u></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>	—	15	4%	—	—



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<u>Point-Rated Criteria #11</u>	Page #	Max points	Weight (%)	Score (Points)	Score (%)
<p><u>PR11) Bidder's Warehouse Facility</u></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 150,000 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	3%	_____	_____
<p><u>PR12) Bidder's Additional Warehouse Facility</u></p> <p>The list provided in M1 will be used to rate the additional 150,000 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 150,000 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	4%	_____	_____
TECHNICAL SCORE	NA	230	70%	_____	_____



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PHASE 3: EVALUATION OF FINANCIAL PROPOSAL

A) Hourly rate for dismantling, packing, relocating and installing 18 points

Move coordinator (MR6)	10%
Crew supervisor (MR6)	5%
Workstation installer (MR8)	40%
Library installer (MR9)	2%
Move technician (MR7)	25%
Cube van including driver, acting as a move technician	2%
Truck with minimum Gross Vehicle Weight registered 6,800 kgs with or without hydraulic lift, including driver, acting as moving technician.	15%
Tractor trailer, with driver, acting as moving technician	1%

B) Rate per cubic feet for warehousing services per month 12 points

The proposal with the lowest rate receives the maximum points allowed. All other proposals receive a percentage of points available based on their price relationship to the lowest rate as per the following formula:

Lowest hourly rate A
-----X 18 = Proposal score for rate A
Current A

Lowest hourly rate B
----- X 12 = Proposal score for rate B
Current B

The total score is on 30 points

Example:

Bidder	Rate A	Score out of 18	Rate B	Score out of 12	Score
Company A	80	$80/80 \times 18 = 18$	25	$14/25 \times 12 = 6.72$	$18 + 6.72 = 24.72$
Company B	100	$80/100 \times 18 = 14.4$	14	$14/14 \times 12 = 12$	$14.4 + 12 = \mathbf{26.4}$
Company C	114	$80/114 \times 18 = 12.6$	21	$14/21 \times 12 = 8$	$12.6 + 8 = 20.6$

Here the winner is **Company B**.