

RETURN BIDS TO:
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Bid Receiving - PWGSC / Réception des soumissions – TPSGC

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Gatineau**

Core 0B2 / Noyau 0B2

K1A0S5

Bid Fax: (819) 997-9776

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Charter and Transportation Services Division/Division de services d'affrètement et transport

11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Gatineau

Quebec

K1A0S5

Title - Sujet Office Relocation Services Services de Deménagement de Bureau	
Solicitation No. - N° de l'invitation EN578-212910/A	Date 2021-08-06
Client Reference No. - N° de référence du client 20212910	GETS Ref. No. - N° de réf. de SEAG PW-\$\$LS-102-80280
File No. - N° de dossier ls102.EN578-212910	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-09-08 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Jiang, Kevin	Buyer Id - Id de l'acheteur ls102
Telephone No. - N° de téléphone (343)550-1630 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Supply Arrangement includes provisions for security. Cette Demande pour un arrangement comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Due to COVID-19 restrictions, arrangements must only be submitted by epost Connect.

For detail please refer to section 2.2, Submission of Arrangements.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include Statement of Work, Basis of Payment, Technical Arrangement, Pricing Schedule, Certifications and Additional Information (Attachments to Part 3), Security Requirements Checklist (SRCL), and Model Bid Solicitation Forms and Resulting Contract Clauses.

1.2 Summary

Scope of Work

A Supply Arrangement (SA) is a method of supply where the client, under the framework of the Arrangement, may solicit bids from a pool of pre-screened suppliers. A SA is not a contract and neither party is legally bound as a result of the signing of this document alone. The intent of the SA is to establish a framework to permit the expeditious processing of legally binding contracts for goods or services. SAs include a minimum set of terms and conditions which would apply to each contract and they are issued by Public Works and Government Services Canada (PWGSC).

This Request for Supply Arrangement (RFSA) is an opportunity for any interested suppliers to submit an arrangement in order to become a qualified supplier and to be authorized to provide services on an "as and when requested" basis for any work related to office relocation, warehousing and related services located in the National Capital Region (NCR).

The Federal Government of Canada, on behalf of its Departments and Agencies, or Crown Corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S.C. 1985, c. F-11 intends to issue Supply Arrangements for the provision of relocation, warehousing and related services. These services will include, but are not limited to, the moving of full office suites, office equipment, furniture, workstation systems, files/records, filing cabinets, computer hardware, other various government office

related facilities like boardrooms and full kitchens; also include packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move.

The supply arrangement excludes services to disconnect and reconnect computer workstation components such as: monitor, laptop/computer tower, keyboard, mouse, desktop printer, network cable, phone, all wires & power cords, power bars.

The estimated yearly expenditure is approximately \$3,000,000.00.

Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it. Please refer to section 6A.4.1.

Trade Agreement

The requirement is subject to the provisions of [the Canadian Free Trade Agreement \(CFTA\)](#) and is solely limited to Canadian goods and/or services.

Security Requirement

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 6 - Supply Arrangement and Resulting Contract Clauses.

epost Connect

This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method."

1.3 Security Requirements

1.3.1 Before issuance of a supply arrangement, the following conditions must be met:

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
- (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
- (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.3.2 Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.

1.3.3 For additional information on security requirements, Suppliers should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Canadian Content

The services covered by the Supply Arrangement are solely limited to Canadian services as defined in clause [A3050T](#).

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

1.5 Debriefings

After issuance of a supply arrangement, Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.6 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2.2 Submission of Arrangements

Arrangements must be submitted only by epost Connect to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit no later than the date and time indicated in the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

epost Connect

- a. Unless specified otherwise in the RFSA, arrangements may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to RFSA's issued by PWGSC headquarters is: tpsgc.dgareceptiondессoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca, or if applicable, the email address identified in the RFSA.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to RFSA's issued by PWGSC regional offices is identified in the RFSA.
- b. To submit an arrangement using epost Connect service, the Supplier must either:
 - i. send directly its arrangement only to specified PWGSC Bid Receiving Unit using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSA closing date and time, (in order to ensure a response), an email that includes the RFSA number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Supplier sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSA, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Supplier to access and action the message within the conversation. The Supplier will then be able to transmit its arrangement afterward at any time prior to the RFSA closing date and time.
- d. If the Supplier is using its own licensing agreement to send its arrangement, the Supplier must keep the epost Connect conversation open until at least 30 business days after the RFSA closing date and time
- e. The RFSA number should be identified in the epost Connect message field of all electronic transfers.

- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a supplier not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the RFSA in order to register for the epost Connect service.
- g. For arrangements transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the arrangement including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete arrangement;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the arrangement;
 - v. failure of the Supplier to properly identify the arrangement;
 - vi. illegibility of the arrangement;
 - vii. security of arrangement data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of arrangement document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of arrangement document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Suppliers must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. An arrangement transmitted by epost Connect service constitutes the formal arrangement of the Supplier and must be submitted in accordance with section 05 of the 2008 (2020-05-28) Standard Instructions.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Enquiries

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than eight (8) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

2.5 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

2.6 Office of Small and Medium Enterprises (OSME)

PWGSC has established the Office of Small and Medium Enterprises (OSME) to assist suppliers in accessing and competing for opportunities in the Federal Marketplace. Its services include the Business Access Canada site found at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html>

2.7 Sustainable Development

It is the policy of the Canadian Government to carry out its mandate in a manner consistent with the principles of sustainable development and to promote sustainable development opportunities and obligations with respect to economic growth, social well-being, and a healthy environment thereby enhancing services to Canadians.

The Supplier is encouraged to support sustainable development by:

- 1) Contributing to environmental objectives, such as:
 - * Reducing greenhouse gas emissions and air contaminants;
 - * Improving energy and water efficiency;
 - * Reducing ozone depleting substances;
 - * Reducing waste and supporting reuse and recycling;
 - * Reducing hazardous waste; and
 - * Reducing toxic and hazardous chemicals and substances.
- 2) Resulting in more environmentally responsible planning, acquisition, use and disposal practices in the Federal Government.

The Supplier is requested to provide details of its practices for sustainable development. These details will not be evaluated.

2.8 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. 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)
- (c) 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 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separate sections as follows:

Section I: Technical Arrangement (one copy)
Section II: Financial Arrangement (one copy)
Section III: Certifications (one copy)

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

Section I: Technical Arrangement

Suppliers must complete their technical arrangements in Attachment 1 to Part 3 - Technical Arrangement. Refer to ANNEX "C" for Attachment 1 to Part 3 – Technical Arrangement.

Section II: Financial Arrangement

Refer to ANNEX "C" for Attachment 2 to Part 3 – Pricing Schedule.

- a) Suppliers must submit their financial arrangements in Canadian funds and in accordance with the pricing schedule. The total amount of Applicable Taxes must be shown separately.
- b) Suppliers must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

Section III: Certifications

In Section III of their arrangements, Suppliers should provide the certifications required under Part 5 and, as applicable, any associated additional information - Attachment 3 to Part 3, Certifications and Additional Information.

- a) Suppliers must complete their Certifications by using the forms provided in Attachment 3 of Part 3 - Certifications and Additional Information.
- b) The form must be signed.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex "C" for Attachment 1 to Part 3, Technical Arrangement

4.1.2 Financial Evaluation

Suppliers are required to provide ceiling unit rates in Canadian dollars, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra, if applicable, as per Attachment 2 to Part 3 - pricing schedule. Refer to ANNEX "C" for Attachment 2 to Part 3 – Pricing Schedule.

4.2 Basis of Selection

4.2.1 An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all Mandatory Technical Evaluation Criteria and Mandatory Financial Evaluation Criteria to be declared responsive.

All responsive suppliers will be issued a Supply Arrangement (SA) and will become a qualified supplier under the Supply Arrangement. The Ceiling Unit Rates listed under the SA represent the maximum Ceiling Unit Rates that the qualified supplier will be allowed to propose for any bid solicitation under the Supply Arrangement. Qualified suppliers may submit unit rates lower than their Ceiling Unit Rates during the bid solicitation stage.

4.3 Financial Viability

SACC *Manual* clause **S0030T** (2014-11-27) Financial Viability

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

Refer to ANNEX "C" for ATTACHMENT 3 to PART 3 - Certifications and Additional Information.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

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

Refer to ANNEX "C" for ATTACHMENT 3 to PART 3 - Certifications and Additional Information.

5.2.1 Requirements for the Set-Aside Program for Aboriginal Business

Annex 9.4 of the *Supply Manual* details the *Requirements for the Set-Aside Program for Aboriginal Business*. See <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4>.

Aboriginal Suppliers meeting the *Requirements for the Set-Aside Program for Aboriginal Business* outlined in Annex 9.4 will be identified in the Supply Arrangement, thus providing a complete picture of the status of Service Providers vis-à-vis the availability of service from Aboriginal businesses. Awareness of this may help client departments stimulate job creation and economic growth for Aboriginal communities.

If the Supplier wishes to be identified as an Aboriginal Business that meets the *Requirements for the Set-Aside Program for Aboriginal Business*, it must:

- a. review the requirements described in the above-mentioned annex; and

- b. complete the Attachment 3 to Part 3, Certification Requirements for the Set-aside Program for Aboriginal Business; and
- c. only if requested by the Supply Arrangement Authority, complete the Attachment 3 to Part 3, Owner/Employee Certification – Set-aside for Aboriginal Business.

Since the Supply Arrangement is an unfunded requirement, it is not part of a specific set-aside plan. This initiative is done on a voluntary basis only.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6A.1 Arrangement

The Supply Arrangement covers the Work described in Statement of Work at ANNEX "A".

6A.2 Security Requirement

There is a Security requirement associated with this requirement.

6A.2.1 The Contractor/Supplier must, at all times during the performance of the Contract/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

6A.2.2 The Contractor/Supplier personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

6A.2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

6A.2.4 The Contractor/Supplier must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at ANNEX "D";
- (b) *Contract Security Manual* (Latest Edition).

6A.3 Standard Clauses and Conditions

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

6A.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6A.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of services to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting table below. Use one table for one client. Suppliers may create identical tables for different clients (federal departments).

For Quarterly Period from _____ to _____ Supply Arrangement Number : _____ Contractor Name : _____			
Client (federal department)	Contact Name	Tel	Dollar value (CAD\$)

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority no later than fifteen (15) calendar days after the end of the reporting period.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

6A.4 Term of Supply Arrangement

6A.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement will be specified at the time of issuing the Supply Arrangement.

6A.5 Authorities

6A.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Kevin Jiang
Title: Supply Specialist
Charter and Transportation Services Division (LS)
Traffic Management Directorate
Public Services and Procurement Canada
Telephone: 343-550-1630
E-mail address: kevin.jiang@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6A.5.2 Supplier's Representative (Please Complete)

Name:
Title:
Address:
City, Province:
Postal Code:
Telephone:
Fax:
E-mail:

6A.6 Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

6A.7 On-going Opportunity for Qualification

6A.7.1 Annual Refreshment

A Request for Supply Arrangement (RFSA) will be posted once a year on the web site (<https://buyandsell.gc.ca>) to allow new suppliers to become qualified. The period of ceiling rates of new suppliers is according to the Supply Period specified in section 6A.7.2.

Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6A.7.2 Supply Period

Supplier's ceiling rates must remain firm for the duration of 12-month Supply Period as follows:

Supply Period Date

Supply Period Date From	Supply Period Date To
April 1st	March 31st

6A.7.3 Deadline Date for Submitting Updates of Rates

Suppliers may update existing ceiling rates annually. Supplier's ceiling rates must be updated on the date shown below, in order to meet the corresponding supply period as stated in section 6A.7.2. Updates are to be sent by email to the Standing Offer Authority.

Date for data submission and publishing

Deadline Date for Data Submission	Publishing Date
March 1st	April 1st

Should a Supplier choose not to update its ceiling rates by the Deadline Date identified in section 6A.7.3, the ceiling rates provided for the previous supply period will be used.

6A.7.4 Changes/Additions to the Terms and Conditions

Any changes/additions to RFSA Terms and Conditions will be included in the RFSA posted on the the Government Electronic Tendering Service (GETS).

Should the Supplier disagree with any changes/additions to the RFSA Terms and Conditions, the Supplier has the option of withdrawing its Supply Arrangement in accordance with the provisions of "08 Withdrawal by Supplier", as set out in SACC Manual clause 2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services

Should the Supplier not advise the Supply Arrangement Authority of the proposed withdrawal, all changes/additions to RFSA Terms and Conditions will be deemed as parts of the new version of RFSA and apply to the supply arrangement.

6A.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement – Goods or Services
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Certifications;
- (f) Annex "D", Security Requirements Checklist;
- (g) Annex "E", Model Bid Solicitation Form and Resulting Contract Clauses;
- (h) the Supplier's arrangement dated _____ *(insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement): "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable)*

6A.9 Certifications

6A.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6A.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6A.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

6A.12 Insurance Requirements

At the bid solicitation stage the Supplier will be required to have Commercial General Liability Insurance, Automobile Liability Insurance and All Risk in Transit Insurance; see Annex "E", Model Bid Solicitation Form and Resulting Contract Clauses - Annex "E-5".

6A.13 Suspension, Cancellation or Deletion of a Supplier

Suspension, cancellation or deletion of a supplier from the list of suppliers will not relieve the Supplier from completing any contract(s) which may be in place at the time of the removal.

B. BID SOLICITATION

6B.1 Bid Solicitation Documents

Canada will use the bid solicitation templates 2T-MED1 for medium complexity requirements, available in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates#10>) based on the estimated dollar value and complexity of the requirement.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) web site.

PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (if applicable);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability;
- (h) certifications;
- (i) conditions of the resulting contract.

6B.2 Bid Solicitation Process

6B.2.1 Each bid solicitation should only include requirement that can be defined. For example, the location, content, and timeframe of required relocation service should be clearly defined in the solicitation document.

6B.2.2 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA. The Bid Solicitation document prepared by the Identified User will describe how the selection process of the supplier will be made. A requirement over \$40,000.00 must be solicited among all qualified suppliers on the Supply Arrangement. It is strongly recommended that a bid solicitation be solicited from all qualified suppliers on the Supply Arrangement even if the requirement

is under \$40,000.00 and Identified Users are expected to be able to justify any action to direct any requirement under SA to a particular supplier.

6B.2.3 The bid solicitation will be sent directly to suppliers. The bid solicitation prepared by the Identified User will not be published on the Government Electronic Tendering System (GETS), but will be sent directly to qualified suppliers of the Supply Arrangement.

6B.2.4 The Identified User will be responsible for the bid solicitation process and the award of contracts. PWGSC may, however, provide assistance in the preparation of the bid solicitation document in some cases.

6B.2.5 Individual contract issued subsequent to the SA shall not exceed the upper limit \$400,000.00 including amendments and GST/HST. If the individual contract is over \$400,000.00, the Identified User must request a delegated increase in the financial limitation from the Supply Arrangement Authority. Once the delegated increase is approved by the Supply Arrangement Authority (with an email), the Identified User may award the contract.

6B.2.6 Before submitting a proposal, each Supplier must participate in a site visit organized by the Identified User during the bidding period. The purpose of site visit is for the Supplier to understand the specific work required. After site visit, the Supplier will estimate the labour categories, number of labour hours, vehicle use, warehousing need.

6B.2.7 In bid solicitation process, Suppliers' bidding rates must not be higher than the ceiling rates in the Supply Arrangements.

6B.2.8 Attached Annex "E", Model Bid Solicitation Form and Resulting Contract Clauses is an example to be used in the preparation of the bid solicitation/contract by the Identified User.

6B.2.9 Selection of an Aboriginal Business under the Procurement Strategy for Aboriginal Business (PSAB)

a. If the Identified User has decided to procure the required services under PSAB, it can do so by selecting a supplier identified as Aboriginal. The Identified User may consult with Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), the federal government department responsible for this program, to confirm the selected supplier is an Aboriginal Business and meets all of the requirements of the program. The Identified User must still follow the above supplier-selection process to select the Aboriginal Business supplier.

b. In order to be considered as an Aboriginal Business under PSAB, a supplier must self-identify as such. It is the responsibility of the Identified User to contact INAC and confirm the Aboriginal Business Status. In order to confirm the status of the supplier, INAC may have to proceed to a verification which the supplier has agreed to in completing and signing the PSAB Certification documents.

C. RESULTING CONTRACT CLAUSES

6C.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation in Annex "E".

For any contract to be awarded using 2T-MED1 (for medium complexity requirements). General Conditions 2010C (2020-05-28) applies.

The above templates are set out in the Standard Acquisition Clauses and Conditions Manual

Solicitation No. - N° de l'invitation
EN578-212910/A
Client Ref. No. - N° de réf. du client
EN578-212910

Amd. No. - N° de la modif.
English
File No. - N° du dossier
Is102 EN578-212910

Buyer ID - Id de l'acheteur
Is102
CCC No./N° CCC - FMS No./N° VME

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-sacc-manual/standard-procurement-templates#10>) issued by Public Works and Government Services Canada.

ANNEX "A"

STATEMENT OF WORK

1. General Requirement:

The Federal Government of Canada, on behalf of its Departments and Agencies, or Crown Corporation listed in Schedules I, I.1, II and III of the Financial Administration Act, R.S.C. 1985, c. F-11, is to issue Supply Arrangement(s) for the provision of relocation and warehousing services for the moving of offices, workplaces, and other various government facilities, including office equipment, supplies and furniture, on an "as and when requested" basis, within the National Capital Region (NCR).

National Capital Region (NCR) is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec, and surrounding urban and rural communities. The National Capital Region is defined by the National Capital Act, consists of an area of 4,715 square kilometers that straddles the Ottawa River which serves as the boundary between the provinces of Ontario and Quebec. This area is smaller than that of the Ottawa-Gatineau Census Metropolitan Area (CMA), which is 5,716 square kilometers in size.

2. Statement of Work

General Services

The Contractor agrees to provide relocation services including, but will not be limited to, the moving of full office suites, office furniture, computers, workstation systems, office equipment, filing cabinets, computer hardware, boardrooms, full kitchens, other workplace items such as fridges, microwaves, fax machines, files, records; as well as packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling and cleanup at the end of each move.

Disassembling or assembling, disconnecting and reconnecting computer workstation systems and other computer-related systems are excluded from this requirement. Here are some examples of components associated with the above systems: monitor, laptop, computer tower, keyboard, mouse, desktop printer, network cable, phone, all wires & power cords, power bars.

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

The Contractor must use all necessary blanket wrapping, padding, paper, wrapping, boxes, crates, or other appropriate packing materials to prevent breakage, damages of all office furniture and equipment.

To move laptops or tablets, The Contractor must use computer carts and provide self-seal anti-static bubble bags minimum size of 20" W x 20" L, 3/16" industrial bubble coated with a nylon barrier, 1" pressure-sensitive lip covered with release paper for closing.

For relocation of flat screens, laptops and tablets, the Contractor must use blanket wrapping and shrink wrapping, and additional protection as necessary.

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

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

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

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

The Contractor shall be prepared to respond within 48 hours of notice being given.

The Contractor may be expected to deliver from the warehouse to Identified User(s) work sites small amounts of goods within two (2) hours' notice and within twenty-four (24) hours for larger orders. The same time frames apply for components being returned to the warehouse for storage.

The Identified User(s) representative will be granted access to warehouse facilities, at all times.

At the time of a requested move, the Contractor is to be familiar with all the locations in which the Work is likely to occur, and with various freight handling systems as well in order to assess the docking, loading and unloading facilities.

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

Warehousing Services

- Provide approximately 10,000 cubic feet of warehouse space, in the National Capital Region, for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage.
- Create, provide and maintain a computerized inventory of all material, equipment and furniture stored.
- Identify the total amount of cubic feet of actual materiel warehoused.
- Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.
- Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods.
- At the time of each defined move requested by the Identified User(s), prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move.
- Any damage is to be verified by the Identified User's Project Authority, prior to the item being moved.
- In the event of any damage or loss attributed to the Contractor during a move and warehousing operation, the Contractor will repair or replace Identified User(s) furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.
- Provide inventory reports within twenty-four (24) hours when requested by the Identified User(s).

Staff/Personnel

Personnel assigned to this work shall be movers, packers and installers. They shall possess the

knowledge related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations.

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

Each move, regardless of how big or small, requires a crew supervisor.

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

Personnel shall have client orientation and interpersonal skills; they shall be able to work well with others, to dress properly for work and possess good communication skills and be reliable. Since the work to be performed is considered a front line function, all persons performing the tasks shall wear clothes appropriate for the environment as well as have personal suitability.

- neat in appearance;
- dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours); as required, and in accordance with the Canada Occupational Safety and Health Regulations.

Packing Materials and Suppliers

The Contractor will supply cardboard boxes (2.2 cubic feet capacity, including labels and tape) and plastic bins with lids, labels and security ties. The minimum dimensions of plastic bins are 25" x 16" x 12" / 2.7 cubic feet.

Equipment, Resources, Tool Kits

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

Example of what could be required

- facsimile machine(s) capable of sending and receiving facsimile messages;
- 4 wheel padded dollies;
- screen carts;
- electronic/computer carts;
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- shrink wrap;
- dollies;
- blankets/furniture pads.

The Contractor may be required to have a forklift truck and roller jacks available for specific moves, when required by the Identified User.

Example of a suitable mover's tool kit

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- long needle nose pliers;
- vice grips;

- side cutters;
- metric and imperial wrenches (complete sets);
- rubber and Ball Pein hammers;
- cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra
- recharged batteries;
- metric and Imperial Allen keys (complete sets);
- 100-foot measuring tape.

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

Vehicles

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

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

The Contractor is required to have access to one (1) tractor trailer.

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

The Contractor is required to have readily available back-up vehicles in case of breakdown at no additional cost to the identified user(s).

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

Hours of Work

In bid solicitation process, the Identified User may specify one or several staged service completion deadlines; the Identified User may also specify dates and hours available for the Contractor to access to the location and provide services.

The Supplier is to schedule working dates and working hours according to the available dates and hours provided by the Identified User and to complete the required relocation service within the timeframe as specified by the Identified User.

Whatever working dates and working hours the Supplier chooses, the Identified User will only pay the firm price according to Annex "E-2 (*or other Annex number*)" Basis of Payment of the Contract for the relocation services delivered satisfactorily and accepted by the Identified User.

3. Site Regulations

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

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

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

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

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

- Smoke in the clients facilities;
- Damage Crown property of any type;
- Arrive at the work site under the influence of illegal drugs or alcohol;
- Consume alcoholic beverage on the job;
- Use unprofessional manners and/or offensive languages of any type;
- Use unassigned washrooms without permission;
- Use government telephones without prior approval of client
- Engage in prolonged discussions or arguments regarding the job;
- Perform any work not specified in the Contract without approval of client;
- Request or accept any articles or currency as a gratuity for the work performed under the Contract.

4. Registration - Authorities - Licenses

The Contractor must ensure that all vehicles used to fulfill the terms of the contract will be properly registered and carry all authorities and licenses required by the appropriate Municipal, Provincial or Federal Regulatory Bodies. Proof of operating licenses must be provided upon request.

ANNEX "B"

BASIS OF PAYMENT

(The period of the Basis of Payment will be specified at the time of issuing the Supply Arrangement. Refer to Section 6A.7.2 Supply Period, and Section 6A.7.3 Deadline Date for Submitting Updates of Rates)

Proposed ceiling rates are to be expressed in Canadian Dollar; GST, HST extra (if applicable)

Service Item	Unit Rate
A. Labour Category (7 days per week)	
1. Crew Supervisor	\$_____per hour
2. General Movers	\$_____per hour
3. Installers	\$_____per hour
B. Vehicles, including one driver	
4. Cube Van including one driver (mover)	\$_____per hour
5. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without Hydraulic lift, including one driver (mover)	\$_____per hour
6. Tractor trailer, with one driver (mover)	\$_____per hour
C. Warehousing	
7. Warehouse storage and all related services, strictly on the amount of cubic feet of goods warehoused (per cu ft).	\$_____per cubic foot, per day
D. Packing Materials and Supplies	
8. Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	\$_____per box (including labels and tape)
9. Plastic Bins (minimum dimensions 25" x 16" x 12" / 2.7 cubic feet) with lids, labels and security ties. Price per week with one week minimum.	\$_____per bin, per week (including labels and ties) \$_____ per bin to keep bin

ANNEX "C"

**TECHNICAL ARRANGEMENT, PRICING SCHEDULE,
CERTIFICATIONS AND ADDITIONAL INFORMATION**

(ATTACHMENTS TO PART 3)

ATTACHMENT 1 to PART 3

Technical Arrangement

Compliance with the following Technical Mandatory Criteria M1 to M3 will be taken into consideration in each arrangement. Arrangements failing to meet all the Mandatory Criteria will be considered non-responsive. Only arrangements which meet all the Mandatory Criteria will be further evaluated.

Note: Additional mandatory technical criteria may be requested at bid solicitation stage.

M1. Supplier's Warehouse Facilities

The Supplier must provide approximately 10,000 or more cubic feet of warehouse space in the National Capital Region (NCR). Please provide following details of Warehouse Facilities:

- a) size in cubic feet;
- b) address;
- c) climate controls;
- d) structure materials; and
- e) security system.

M2. Supplier's Experience in Moving and Relocation Office Equipment and Furniture

The Supplier must provide a minimum of three (3) projects that are within the past ten (10) years from bid closing date, to demonstrate its experience in moving and relocating office equipment and furniture. The experience must have been obtained by the Supplier itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the Supplier or any corporate predecessor.

The project experience must include the following minimum information. If any of the following information is not provided, the evaluation team will not contact the client to obtain the missing information.

- a) description of project;
- b) supplier's labor resources used (for example, supervisor, installer, mover, and/or other);
- c) supplier's equipment, tools and other materials used (refer to Annex "A" Statement of Work for example);
- d) name of client;
- e) project start time and complete time (month and year);
- f) proximate dollar value of the project;
- g) client contact name and phone number (Suppliers must not use Supply Arrangement Authority as a client contact name).

M3. Supplier's Experience in Moving of Records and Records Storage Shelving Units

The Supplier must provide a minimum of three (3) projects that are within the past ten (10) years from bid closing date, to demonstrate its experience in sequential (i.e. succeeding or following in order) packing, moving and unpacking of records, and in relocation of records storage shelving units. The experience must have been obtained by the Supplier itself and does not include the experience of any proposed subcontractors, any affiliate(s) of the Supplier or any corporate predecessor.

The project experience must include the following minimum information. If any of the following information is not provided, the evaluation team will not contact the client to obtain the missing information.

- a) description of project;
- b) supplier's labor resources used (for example, supervisor, installer, mover, and/or other);

- c) supplier's equipment, tools and other materials used (refer to Annex "A" Statement of Work for example);
- d) name of client;
- e) project start time and complete time (month and year);
- f) proximate dollar value of the project;
- g) client contact name and phone number (Suppliers must not use Supply Arrangement Authority as a client contact name).

ATTACHMENT 2 to PART 3

Pricing Schedule

Proposed ceiling rates are to be expressed in Canadian Dollar; GST, HST extra (if applicable)

Service Item	Unit Rate
A. Labour Category (7 days per week)	
1. Crew Supervisor	\$_____per hour
2. General Movers	\$_____per hour
3. Installers	\$_____per hour
B. Vehicles, including one driver	
4. Cube Van including one driver (mover)	\$_____per hour
5. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without Hydraulic lift, including one driver (mover)	\$_____per hour
6. Tractor trailer, with one driver (mover)	\$_____per hour
C. Warehousing	
7. Warehouse storage and all related services, strictly on the amount of cubic feet of goods warehoused (per cu ft).	\$_____per cubic foot, per day
D. Packing Materials and Supplies	
8. Cardboard Boxes (2.2 cu ft capacity, including labels and tape)	\$_____per box (including labels and tape)
9. Plastic Bins (minimum dimensions 25" x 16" x 12" / 2.7 cubic feet) with lids, labels and security ties. Price per week with one week minimum.	\$_____per bin, per week (including labels and ties) \$_____ per bin to keep bin

ATTACHMENT 3 to PART 3

Certifications and Additional Information

1. General Information	
The Bidder is a Joint Venture	Yes () or No () If yes, the Supplier must meet the section 16 of 2008 (2020-05-28), Standard Instructions. https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/20#joint-venture
Solicitation No.	
Bidder Legal Name	
Procurement Business Number (PBN)	
Bidder Address	
Name of Contact Person	
Phone Number	
E-Mail Address of Contact Person	
Applicable Law	(choose a Province)

2. Certifications Required with the Bid (Bidders must submit the following duly completed certifications as part of their bid.)
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 declaration form available on the Forms for the Integrity Regime website (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), to be given further consideration in the procurement process.

3. Certifications Precedent to Contract Award and Additional Information
3.1 Status and Availability of Resources (A3005T) 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. Failure to comply with the request may result in the bid being declared non-responsive.

() I understand and certify

3.2 Education and Experience (A3010T)

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.

() I understand and certify

3.3 Price Certification - Canadian-based Suppliers (other than agency and resale outlets) (C0002T)

The Bidder certifies that the price proposed

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- c. does not include any provision for discounts to selling agents.

() I understand and certify

3.4 Canadian Content Certification (A3050T)

The Bidder certifies that the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

() I understand and certify

3.5 Former Public Servant (A3025T)

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

3.6 Electronic Payment of Invoices

(from template of Request for Proposal)

Canada requests that Bidders select one of the following:

- ☐ Electronic Payment instruments will not be accepted for payment of invoices.
- ☐ Electronic Payment Instruments will be accepted for payment of invoices; if yes, please select any of

Solicitation No. - N° de l'invitation
EN578-212910/A
Client Ref. No. - N° de réf. du client
EN578-212910

Amd. No. - N° de la modif.
English
File No. - N° du dossier
Is102 EN578-212910

Buyer ID - Id de l'acheteur
Is102
CCC No./N° CCC - FMS No./N° VME

the following Electronic Payment Instrument(s):

- ☐ Visa Acquisition Card;
- ☐ MasterCard Acquisition Card;

Signature of Authorized Representative

Date

Certificate of Aboriginal Business Status
A3000T (2014-11-27)

1. For information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual. See <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/9/4>
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. ☐ The Aboriginal business has fewer than six full-time employees.
OR
 - ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
2. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of Authorized Representative

Date

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
Is102
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST (SRCL)

ANNEX "E"

Model Bid Solicitation Form and Resulting Contract Clauses

This Annex provides information on the Request for Proposal (RFP) template that the Identified Users may use during the bid solicitation stage as well as the applicable resulting contract clauses at contract award.

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Web site.

PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract.

REQUEST FOR PROPOSAL (RFP)

OFFICE RELOCATION, WAREHOUSING AND RELATED SERVICES

SERVICES TO BE PROVIDED TO:

(State department or agency name here)

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

This is an RFP issued against the Office Relocation, Warehousing and Related Services Supply Arrangement (SA) PWGSC file number EN578-212910/A. All terms and conditions of the Original Solicitation EN578-212910/A representing the resulting Supply Arrangement issued apply & shall be incorporated into any resulting contract.

(Note to Identified Users only: Individual RFPs and the associated resulting contract clauses may be modified to suit individual Identified User requirements. For example: the nature of requirement (must be related within the scope of the SA), the terms of the resulting contract, the evaluation methodology may all be tailored to individual Identified User requirements.)

The articles in the resulting contract clauses are mandatory in their entirety, unless otherwise indicated. Suppliers submitting a Bid containing statements implying their Bid is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Potential qualified suppliers regarding the Model Bid Solicitation (including the resulting contract clauses) should raise such concerns in accordance with the Enquiries provision of this RFSA.

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List of Annexes: *(Choose, change and/or add or delete annexes, if applicable)*

- Annex "E-1" Statement of Work
- Annex "E-2" Basis of Payment
- Annex "E-3" Security Requirement Check List (SRCL)
- Annex "E-4" Certifications
- Annex "E-5" Insurance Requirement

PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clause.

1.2. Statement of Work (SOW)

1.2.1 Summary

(State name of department or Agency), (where located), requires the services of _____ (state the services required) within the _____ (name city to be served) for the period of _____ to _____.

Please provide a brief description of the services to be required. Indicate that Annex "___", Statement of work is attached.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](#) Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

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

The 2003 _____ (insert date) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.3 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is excluded.

2.2 Submission of Bids

Bids must be submitted only to _____ Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Remark to Contracting Authority: Use the following paragraph when transmission of bids by facsimile or electronic mail is not acceptable.

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to _____ will not be accepted.

Remark to Contracting Authority: If applicable, insert in full text additional SACC Manual clauses with appropriate numbering (ex. 2.2.1, 2.2.2, ...). Example of a clause to include in full text: A9076T.

2.2.1

Remark to Contracting Authority: Consult section 12 of standard instructions 2003 before adding clauses to ensure there is no redundancy in the document. Responses to enquiries may have

significant implications for the bid solicitation. An extension to the bid closing date should be taken into account every time a response is provided to an enquiry.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than _____ (__) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

Remark to Contracting Authority: Consult sections 04 to 09 of standard instructions 2003 or sections 04 and 05 of standard instructions 2004 before adding clauses to ensure there is no redundancy in the document.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Remark to Contracting Authority: If soft copies are requested, it is suggested that the same quantity be requested for both hard and soft copies.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (_____ hard copies) (*if applicable, add "and _____ soft copies on _____", and specify the medium such as CD, DVD*)

Section II: Financial Bid (_____ hard copies) (*if applicable, add "and _____ soft copies on _____", and specify the medium such as CD, DVD*)

Section III: Certifications (_____ hard copies)

Remark to Contracting Authority: Insert the following when soft copies are requested; if not, delete this paragraph and the instruction.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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;
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The technical bid shall address all mandatory technical criteria specified herein.

Remark to Contracting Authority: Use one of the following clauses or other alternate clauses, as applicable.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

The financial bid shall be submitted in accordance with the basis of payment detailed herein. Costs must not appear in any other area of the proposal except in the financial bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Remark to Contracting Authority: Use the following clause and consult subsection 4.7 of standard instructions 2003 before adding clauses to ensure there is no redundancy in the document.

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.

Remark to Contracting Authority: If the evaluation criteria are too voluminous, include as an annex attached to the bid solicitation.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

(Insert mandatory technical evaluation criteria, if applicable)

4.1.2 Financial Evaluation

The firm price must be presented in the format detailed in Annex "E-2" - Basis of Payment (to be determined by the Identified User) for the period, from _____ (to be determined by the Identified User) to _____ (to be determined by the Identified User). All prices are firm and in Canadian dollars, GST or HST extra (if applicable).

A breakdown of the firm price must be provided by the Supplier. Categories of labor, number of labor hours, vehicle type, and cubic feet of warehousing storage must be included in the breakdown. Unit rates must also be included.

The quoted unit rates can be no higher than the Ceiling Unit Rates initially quoted and included in the Supply Arrangement.

4.2 Basis of Selection

4.2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest firm price will be recommended for award of a contract.

4.3 Security Requirement

4.3.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - 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.

4.3.2 Canada will not delay the award of any contract to allow bidders to obtain the required clearance.

4.3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

Remark to Contracting Authority: Use one of the following options. Add the applicable certification(s) from the lists provided. Other certifications that have been approved by Legal and Policy may be added. Delete Part 5 if there are no certification requirements.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Certifications Precedent to Contract Award

The certifications listed in Annex "E-4", Certifications, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirement

Same clauses as in RFSA, PART 6A, article 6.2 - Security Requirement, or insert different clauses.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "_____". (See Annex "E-1".)

6.3 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](http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C _____ (*insert date*) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Remark to Contracting Authority: Use SACC Manual clause A9022C in contracts for services and in conjunction with clause A9009C if the contract will contain option periods.

6.3.2 SACC Manual Clauses

6.3.2.1 Replacement of Specific Individuals

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

ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

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

6.3.2.2 Canadian Content Certification

i) The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.

ii) The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

iii) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive (fill in start and end date of the period).

The period of the Contract can extend beyond the period of the Supply Arrangement.

6.5 Authorities

6.5.1 Contracting Authority (The Identified User will identify a Contracting Authority)

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____
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.

Remark to Contracting Authority: *If applicable, use the following clause and fill in at contract award only. If the term "Technical Authority" is to be used instead, use clause A1030C. (Fill in or delete as applicable.)*

6.5.2 Project Authority (The Identified User will identify a Project Authority)

The Project Authority for the Contract is:

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.

6.5.3 Contractor's Representative

(Fill in as applicable)

Name: _____
Title: _____
Address: _____

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

Remark to Contracting Authority: *Insert the appropriate SACC Manual clauses or approved clause related to the basis of payment, limitation of expenditure, method of payment, audit and taxes not covered in the general conditions. Consult sections entitled "Period of Payment" and "Interest on Overdue Accounts" of the applicable general conditions before adding clauses to ensure there is no redundancy in the document.*

6.6 Payment

6.6.1 Basis of Payment

In consideration of the contractor satisfactorily completing all its obligations under the contract, the contractor will be paid in accordance with the attached Annex "E-2", Basis of Payment, for work performed pursuant to this Contract.

6.6.2 Payment

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

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

6.6.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

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.

6.6.4 T1204 - Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.6.4.1 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.

6.6.4.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

6.7 Invoicing Instructions

Invoicing requirements and breakdown are to be specified by each Identified User directly to the Contractor. There will be no cost to the Identified Users for this. Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the respective Client Department Project Authority.

The original and two (2) copies of each invoice must be sent monthly, within five (5) working days from the end of each month to:

Department/Agency Name:	(to be determined on award of contract)
Address:	(to be determined on award of contract)
Telephone:	(to be determined on award of contract)
Fax:	(to be determined on award of contract)
E mail	(to be determined on award of contract)
Attention:	(to be determined on award of contract)

Invoices must be submitted on the Contractor's own invoice and must be prepared to show:

- a) Company name, address, etc.;
- b) Client address;
- c) The date;
- d) Contract Number;
- e) Period in which services were rendered;
- f) Total dollar amount;
- g) Description of work performed

6.8 Certifications

6.8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

6.8.2 SACC Manual Clauses

Canadian Content Certification, (SACC Manual clause A3060C).

6.9 Applicable Laws

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

Remark to Contracting Authority: The order of documents shown below reflects current Policy and Legal advice. The contracting authority must amend the list to reflect the applicable documents and list the annexes in order of priority, as applicable.

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C _____ (*insert the number, date and title of the general conditions identified under clause 3.1*);
- (c) Annex X, Statement of Work;
- (d) Annex X, Basis of Payment;
- (e) Annex X, Certifications;
- (f) Annex X, Security Requirements Check List;
- (g) Annex X, Insurance Requirements;
- (h) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarifications or amendment(s)*)

6.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E-5". The Contractor must maintain the required insurance coverage for the duration of the Contract.

Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Remark to Contracting Authority: *If applicable, insert in full text additional SACC Manual clauses not belonging under existing articles, as stand alone articles with appropriate numbering (ex. 13, 14, etc.)*

6.12 ...

ANNEX "E-1"

STATEMENT OF WORK

(Insert original SOW which is generic in nature in Annex "A" from RFSA (if applicable), include additional information and further details in the SOW (if applicable))

sample

ANNEX "E-2"

BASIS OF PAYMENT

ANNEX "E-2"							
BASIS OF PAYMENT							
Firm Price:							
Proposed firm price is to be expressed in Canadian Dollar, GST, HST extra (if applicable). A breakdown of the firm price must be included. The following table must be used. The minimum call-up period will be three hours. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.							
The quoted unit rates can be no higher than the Ceiling Unit Rates initially quoted and included in the Supply Arrangement							
Service Item	Unit Rate (within normal working hours) \$/per hour	Usage (within normal working hours) total number of hours	Total (within normal working hours)	Unit Rate (outside normal working hours (Unit Rate x 1.5)	Usage (Outside normal working hours - Total number of hours - if applicable)	Total (outside normal working hours)	Extended Price
A- Labour Category							
1. Crew Supervisor	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
2. General Movers	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
3. Installers	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
B- Vehicule, including driver							
4. Cube Van including one driver (mover)	\$0.00		\$0.00				\$0.00
5. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 KG. with or without Hydraulic lift, including one driver (mover)	\$0.00		\$0.00				\$0.00
6. Tractor trailer, with one driver (mover)	\$0.00		\$0.00				\$0.00
C- Warehousing	\$/per cubic foot, per day	Total number of cubic feet	Total number of days				
7. Warehousing storage and all related services, strictly on the amount of cubic feet of goods warehoused (per cu ft).	\$0.00		\$0.00				\$0.00
D- Packing Materials and Supplies	Unit rate per bin per week) or per cardboard box (including labels and tape)	Total number of bins required or cardboard boxes (including labels and tape)	Total number of week(s) required for bins				
8. Cardboard Boxes (2.2 cu ft. Capacity, including labels and tape	\$0.00						\$0.00
9. Plastic Bins (minimum dimension is 25"x16"x12' / 2.7 cubic feet) with lids, labels and security ties. Price per week with one week minimum.	\$0.00						\$0.00
Per bin to keep bin	\$0.00						
Total Firm (Firm price us the Total Price)							\$0.00

ANNEX "E-3"

SECURITY REQUIREMENT CHECK LIST

(same SRCL as in RFSA or insert a different SRCL)

sample

ANNEX "E-4"

CERTIFICATIONS

1. Experience

The Bidder certifies that all the information provided with its bid, particularly the information pertaining to 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.

Signature of authorized Representative

Date

2. 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, 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.

Signature of authorized Representative

Date

3 Canadian Content Certification

3.1 The Bidder warrants that the certification of Canadian Content submitted by the Bidder is accurate and complete, and that the goods, services or both to be provided under any contract are in accordance with the definition contained in clause A3050T.

3.2 The Bidder must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Bidder must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under any contract resulting from the Supply Arrangement, or until settlement of all outstanding claims and disputes under the Supply Arrangement, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Bidder must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

- 3.3** Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant any contract resulting from the Supply Arrangement.

Canadian Content Certification

- 3.4** This procurement is solely limited to Canadian services.

The Bidder certifies that:

- () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T (2014-11-27) Canadian Content Definition

ANNEX "E-5"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

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

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

All Risk Property Insurance

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

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:

(a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority

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

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

Warehouseman's Legal Liability Insurance

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

All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than *(insert approximate dollar value of goods per shipment)* \$_____ per shipment. Government Property must be insured on _____ basis. *(insert one of the following basis of evaluation)*:
"Replacement Cost (new)"; "Actual Cost Value (depreciated cost) or "Agreed Value (appraisal").
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.

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

Automobile Liability Insurance

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

Additional Insurance

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