



Closing Date	25/04/2022
Time	2:00 pm EDT
REFERENCE NO.:	5Z011-23-0009

RETURN BIDS TO:

Library and Archives Canada

Contracting and Material Management Division
550, de la Cité Blvd.
Gatineau, Quebec K1A 0N4
Canada

Email : receptiondesoumission-bidreceiving@bac-lac.gc.ca

RETOURNER LES SOUMISSIONS À :

Bibliothèque et Archives Canada

[Division des contrats, gestion du matériel](#)

550, de la Cité Blvd.
Gatineau, Quebec K1A 0N4
Canada

Email: receptiondesoumission-bidreceiving@bac-lac.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Library and Archives Canada

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

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Bibliothèque et Archives Canada

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

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complètes, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet

Gatineau 2 Relocation Services

Solicitation No. – N° de l'invitation	Date
5Z011-23-0009	March 16, 2022

Client Reference No. – N° référence du client
5Z011-23-0009

GETS Reference No. – N° de référence de SEAG
Not Applicable

Solicitation Closes	Time Zone
L'invitation prend fin	Fuseau horaire
at – à	2PM
on – le	April 25, 2022
	Eastern Daylight time (EDT)
	Heure Avancée de l'Est (HAE)

F.O.B. - F.A.B.
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>

Address inquiries to – Adresser toute demande de renseignements à :

receptiondesoumission-bidreceiving@bac-lac.gc.ca

Area code and Telephone No. Code régional et N° de téléphone	e-mail / courriel
	receptiondesoumission-bidreceiving@bac-lac.gc.ca

Instructions: See Herein
Instructions: Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	

Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)

Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)

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

Telephone No. - N° de téléphone
e-mail - courriel

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
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments and the Insurance Requirements.

1.2 Summary

Library and Archives Canada (LAC) is currently in the final stages of constructing a state of the art high-density collection storage facility at 635 Blvd. du Carrefour in Gatineau, Québec. The new Preservation and Storage Facility (PSF) will allow LAC to centralize much of its holdings of archival material, primarily textual material and Motion Picture Film, out of two of its buildings into the new PSF.

LAC requires a contractor for the physical move of archival material from the Preservation Center (PC) located in Gatineau, Québec, to its new location in the PSF, which is connected via a link to the existing PC, as well as internal moves of collections within the Preservation Centre (PC).

Building	Address
Preservation Storage Facility (PSF)	635 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8
Preservation Centre (PC)	625 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8

Library and Archives Canada seeks to establish one (1) contract that will be in effect from date of contract award until March 31st, 2023. The relocation is estimated to take approximately 8 months to complete and is currently targeted to begin in August 2022, based on the current progress to the construction of the new PSF. The start date may be subject to change by a few weeks, based on the substantial completion date of the PSF.



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1.2.1 Security Requirements

There are no security requirement associated with this requirement.

1.2.2 COVID-19 Vaccination Policy for Supplier Personnel

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

1.2.3 Mandatory Site Visit

There is a mandatory site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

1.2.4 The Federal Contractors Program (FCP) for employment equity

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.3 Debriefings

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



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted by email to: receptiondesoumission-bidreceiving@bac-lac.gc.ca by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Library and Archives Canada will not be accepted.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;



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- 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;



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- 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 635 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8 on April 15th, 2022. The site visit will begin at 1:00 pm EDT, at 625 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8 at the Commissionnaires desk in the main entrance.

This site visit is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The person(s) who attend must be fully vaccinated against COVID-19, or, for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under



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the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada.

Bidders must communicate with the Contracting Authority no later than April 1st, 2022 at 2:00 pm EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders must also complete and submit the Covid-19 Vaccination requirement certification form designated at Annex "D".

Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the the Covid-19 Vaccination requirement certification form designated at Annex "D" as required will not be allowed access to the site. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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.



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bidders must submit their bids by email only to the Contracting Authority: receptiondesoumission-bidreceiving@bac-lac.gc.ca

The maximum size of an email: **10 MB.**

The maximum size of an individual file in an email: **4MB.**

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

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

Section I: Technical Bid (**one (1) electronic copy** by email)

Section II: Financial Bid (**one (1) electronic copy** by email)

Section III: Certifications not included in the Technical Bid (**one (1) electronic copy** by email)

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

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

For bid transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the **ATTACHMENT 1 to PART 3 - PRICING SCHEDULE.**

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.



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Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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



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ATTACHMENT 1 to PART 3 - PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed.

The all-inclusive firm hourly rate for the completion of this project is in Canadian funds and does not include applicable taxes.

Project Leader	Firm Hourly Rate (A)	Level of Effort (For Evaluation Purposes) (B)	Number of resource(s) (C)	Total Estimated Cost (D) = (A x B) x C
Project Leader during normal business hours (Monday-Friday, 8:30AM – 5:00PM)	\$	600 Hours**	1 resource	\$
Project Leader during evenings (Monday-Friday, after 5:00PM)	\$	10 Hours**	1 resource	\$
Project Leader during weekends and holidays	\$	10 Hours**	1 resource	\$
Total Estimated Price (Taxes Excluded) (E) = Total (D)				\$

**** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT'S NOT A COMMITMENT BY CANADA.**

Supervisor	Firm Hourly Rate (F)	Level of Effort (For Evaluation Purposes) (G)	Number of resource(s) (H)	Total Estimated Cost (I) = (F x G) x H
Supervisor during normal business hours (Monday-Friday, 8:30AM – 5:00PM)	\$	1,200 Hours **	2 resources	\$
Supervisor outside during evenings (Monday-Friday, after 5:00PM)	\$	10 Hours**	2 resources	\$
Supervisor during weekends and holidays	\$	10 Hours**	2 resources	\$
Total Estimated Price (Taxes Excluded) (J) = Total (I)				\$



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**** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT'S NOT A COMMITMENT BY CANADA.**

Movers	Firm Hourly Rate (K)	Level of Effort (For Evaluation Purposes) (L)	Number of resource(s) (M)	Total Estimated Cost (N) = (K x L) x M
Mover during normal business hours (Monday-Friday, 8:30AM – 5:00PM)	\$	18,000 Hours**	15 resources	\$
Mover during evenings (Monday-Friday, after 5:00PM)	\$	10 Hours**	15 resources	\$
Mover during weekends and holidays	\$	10 Hours**	15 resources	\$
Total Estimated Price (Taxes Excluded) (O) = Total (N)				\$

**** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT'S NOT A COMMITMENT BY CANADA.**

Equipment rental	Fixed monthly cost (P)	Level of effort (Q)	Total Estimated Cost (R) = (P x Q)
Total cost for the rentals of equipment required as per the Annex A Statement of work	\$	8 months**	\$
Total Estimated Price (Taxes Excluded) (S) Total (R)			

**** LEVEL OF EFFORT PRESENTED HEREIN IS USED FOR EVALUATION PURPOSES ONLY AND IT'S NOT A COMMITMENT BY CANADA.**

Total Evaluated Price = ((Total Estimated Price (Taxes Excluded) (E) + Total Estimated Price (Taxes Excluded) (J) + Total Estimated Price (Taxes Excluded) (O) + Equipment and rental Cost (Taxes Excluded) (S).



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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



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4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders' proposals MUST meet ALL of the mandatory requirements in order to be considered for further evaluation. Failure on the part of the Bidder to meet one or more of the mandatory requirements will result in the proposal being deemed non-compliant, and the proposal will then be rejected.

Mandatory Criteria – Resources Evaluation					
ID	Requirement	Required supporting information	MET / NOT MET	Cross-reference to page in Proposal	Comments
COMPANY EXPERIENCE					
M1	<p>The Bidder must demonstrate that it has completed three (3) projects within the last five (5) years that were complex moves.*</p> <p>* A complex move is defined as having four (4) of the following six (6) components:</p> <ul style="list-style-type: none"> • More than two (2) buildings involved; • Minimum of three (3) months duration; • Move projects include moving items between buildings and within a single location; • A minimum of 100,000 containers/items moved per project; • Items being moved range in size and are of different compositions; • Clients' operations and services cannot be stopped or changed during the entirety of the move. 	<p>The Bidder must include in its bid:</p> <ul style="list-style-type: none"> • Start and end dates (MM/YY) of each project; • Name of the client organization; and • Project description. 			
EQUIPMENT					



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Mandatory Criteria – Resources Evaluation

ID	Requirement	Required supporting information	MET / NOT MET	Cross-reference to page in Proposal	Comments
M2	<p>The Bidder must demonstrate that it has the required equipment to conduct the work as per Annex "A", Statement of Work.</p> <p>The Bidder must possess the following equipment;</p> <ul style="list-style-type: none">• Dollies;• Pallet jacks;• Plastic skids;• Corrugated cardboard (for plastic skids); and• Blankets/furniture pads (kept clean throughout the duration of the project).	<p>The Bidder must provide pictures and a statement listing the equipment owned, confirming compliance.</p>			



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STAFF

<p>M3</p>	<p>Project leader</p> <p>The Bidder must propose a minimum of one (1) project leader with experience in leading projects for a minimum of two (2) projects within the last five (5) years that were complex moves.*</p> <p>* See M1 for definition of a complex move.</p>	<p>The Bidder must provide, at the time of bid closing, detailed examples in the proposed resource's resumé, supported by dates (MM/YY) and details of tasks performed, demonstrating that the proposed resource meets the requirement.</p>			
<p>M4</p>	<p>Supervisor</p> <p>The Bidder must propose a minimum of two (2) supervisors, one per building, each with experience in supervising move teams for a minimum of one (1) project within the last five (5) years that was a complex move.*</p> <p>*See M1 for definition of a complex move.</p>	<p>The Bidder must provide, at the time of bid closing, detailed examples in each proposed resource's resumé, supported by dates (MM/YY) and details of tasks performed, demonstrating that each proposed resource meets the requirement.</p>			
<p>M5</p>	<p>The Bidder must provide confirmation or attestation of a minimum of fifteen (15) available movers to conduct the work as per Annex "A", Statement of Work for the entirety of the contract period.</p>	<p>The Bidder must provide, at the time of bid closing, a written confirmation that a minimum of fifteen (15) movers will be available for the duration of the contract.</p>			
<p>M6</p>	<p>The Bidder must provide valid first-aid certificates for at least two (2) of its proposed team members; one (1) member per site.</p>	<p>The Bidder must provide, at the time of bid closing, a copy of the valid first-aid certificates.</p>			



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4.1.1.2 Point Rated Technical Criteria

Bids that meet all of the mandatory technical criteria will be evaluated and scored as specified below.

Rated Criteria – Resources							
ID	Requirement	Required supporting information	Points breakdown	Cross-reference to page in Proposal	Maximum points	Total points	Comments
R1	The Bidder should clearly demonstrate in its bid that it has experience in moving heritage collections (similar to library, archive and/or museum collections).	<p>The Bidder should provide in its bid:</p> <ul style="list-style-type: none"> Start and end dates (MM/YY) of each project; Name of the client organization; and Project description. 	<p>1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points 5 projects = 25 points</p>		25		
R2	<p>Over and above requirement M1, the Bidder should clearly demonstrate in its bid that it has experience in planning and/or project managing complex moves* within the last ten (10) years.</p> <p>* A complex move is defined as having four (4) of the following six (6) components:</p> <ul style="list-style-type: none"> More than two (2) buildings involved; Minimum of three (3) months duration; Move projects include moving items between buildings and within a single location; A minimum of 100,000 containers/items moved per project; Items being moved range in size and are of different compositions; Clients' operations and services cannot be stopped or changed during the entirety of the move. 	<p>The Bidder should provide in its bid:</p> <ul style="list-style-type: none"> Start and end dates (MM/YY) of each project; Name of the client organization; Project description; and Which component were included in each project. 	<p>4 projects = 10 points 5 projects = 20 points 6 projects = 30 points 7 projects = 40 points</p>		40		



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Rated Criteria – Resources

ID	Requirement	Required supporting information	Points breakdown	Cross-reference to page in Proposal	Maximum points	Total points	Comments
R3	The Bidder should demonstrate that it has experience with moving projects that included an automated storage and retrieval system (ASRS).	The Bidder should provide a description of project(s) with an ASRS.	1 project = 5 points 2 projects = 10 points 3 projects = 15 points		15		
R4	The Bidder should clearly demonstrate that it has green alternatives to moving supplies such as cardboard, packing tape, shrink wrap, etc.	The Bidder should provide in its bid a green alternative to each item.	Item = 1 point To a maximum of 5 points		5		
Total					85		



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4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) meet all mandatory criteria;

Bids not meeting (a) and (b) will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 % .

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.16	73.15	77.70
Overall Rating		1st	3rd	2nd



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification



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

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

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

The Bidder must provide the Contracting Authority with the completed attachment 1 to Part 5 titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

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



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ATTACHEMENT 1 to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security associated with the requirement. The resources will be escorted at all times.

6.2 Insurance Requirements

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

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



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2021-12-22), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract. The resources will be escorted at all times.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date the Contract is awarded and ends March 31st, 2023

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Anne-Marie Aubry
Senior Contracting Officer
Contracting and Materiel Management Division
Library and Archives Canada
550 de la Cité Boulevard, room 8-110B
Gatineau, Québec
K1A 0N4

Telephone: 613-716-2173

Email address: anne-marie.aubry@bac-lac.gc.ca

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.



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7.5.2 Technical Authority

The Technical Authority for the Contract is: *[To be inserted at contract award]*

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

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

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Project Authority

The Project Authority for the Contract is: *[To be inserted at contract award]*

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

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

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

7.5.4 Contractor's Representative *[To be inserted at contract award]*

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Payment



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7.7.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$*[To be inserted at contract award]*. Customs duties are *insert included* and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

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

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

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

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

7.7.4 SACC Manual Clauses

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

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);



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7.7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2021-12-22) Higher Complexity - Services



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- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) Annex D, Covid-19 Vaccination requirement certification form
- (g) Annex E, Electronic payment instruments
- (h) the Contractor's bid dated *[To be inserted at contract award]*.

7.12 Insurance Requirements

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

7.13 Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

- (a) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (b) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (c) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



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ANNEX “A” STATEMENT OF WORK

1. Project description

Library and Archives Canada (LAC) preserves the documentary heritage of Canada and is a source of enduring knowledge accessible to all, contributing to the advancement of Canada as a free and democratic society. LAC facilitates cooperation among communities involved in the acquisition, preservation and diffusion of knowledge and serves as the continuing memory of the Government of Canada and its institutions.

LAC is currently in the final stages of constructing a state of the art high-density collection storage facility at 635 Blvd. du Carrefour in Gatineau, Québec. The new Preservation and Storage Facility (PSF) will allow LAC to centralize much of its holdings of archival material, primarily textual material and Motion Picture Film, out of two of its buildings into the new PSF.

LAC requires a contractor for the physical move of archival material from the Preservation Center (PC) located in Gatineau, Québec, to its new location in the PSF, which is connected via a link to the existing PC, as well as internal moves of collections within the Preservation Centre (PC).

Building	Address
Preservation Storage Facility (PSF)	635 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8
Preservation Centre (PC)	625 Du Carrefour Boulevard, Gatineau, Québec, J8T 8L8

The contract will be in effect from date of contract award until March 31st, 2023. The relocation is estimated to take approximately 8 months to complete and is currently targeted to begin in August 2022, based on the current progress to the construction of the new PSF. The start date may be subject to change by a few weeks, based on the substantial completion date of the PSF.

2. Requirements and information for the moving company

2.1 General Information

- 2.1.1 The contractor’s mandate is to provide labor, transportation, and materials to support the physical relocation of the archival materials. A description of the containers to be moved can be found in Appendix B.
- 2.1.2 The project timeline can be found in Appendix A.
- 2.1.3 LAC will maintain full ownership of the system ingest process into the new facility’s vaults, at the PC. This includes staff planning and preparation, as well as daily support to maintain a consistent routine for ingest of the materials into the vaults and in the other facility.
- 2.1.4 As containers are removed from the shelves and placed onto transportation devices to be moved, or removed from the transportation devices to be ingested into the new facility, LAC employees will scan the boxes to the transportation devices, to the different rooms and at ingest throughout the process. This is an essential step in the workflow to ensure the tracking of the collections at all times throughout the move and might slow down the packing and unpacking steps.
- 2.1.5 Internal documents will follow the collection items on their transportation devices throughout their move, these documents will be delivered to the receiver at delivery.



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2.1.6 It is expected that standard equipment will be provided and used by the contractor move plastic skids between the two facilities. Equipment includes electric and manual pallet jacks. Proper loading requirements to ensure security and overall safety are expected of the contractor. LAC will provide training on how to load pallets and other transportation devices and will monitor packing at all times.

2.2 Contractor Supplied Equipment and Materials

- 2.2.1 The contractor is required to supply moving equipment and materials. The contractor cannot use LAC or Service provider’s equipment on site unless authorized to do so in the case of specialized transportation devices.
- 2.2.2 LAC’s strict Integrated Pest Management(IPM) program requires all Personal Protective Equipment (PPE), equipment and material be clean, exempt of dust and debris, insect, dirt and other contaminants. LAC can refuse use of material or trucks after inspection.
- 2.2.3 Due to the IPM, only plastic skids are to be used, LAC requires a minimum of 150 plastic skids dedicated to this move.
- 2.2.4 Only electric and manual pallet jacks are accepted in LAC buildings
- 2.2.5 Any transportation device the contractor wishes to use has to be approved by LAC. No ‘tilted’ transportation devices can be used for this move.
- 2.2.6 While collections are being transported, the contractor will ensure the equivalent of one day’ worth of transportation devices and plastic skids are available and being used to pack more collections.
- 2.2.7 The contractor must provide a sufficient quantity of transportation devices & equipment at the two (2) locations, PC and PSF.

3. Building information and Requirements

3.1 General building information

3.1.1 All move activities must work within the building information and requirements that are noted below. The move activities need to work with and around the day-to-day operations. Move loading and delivery schedules will be agreed with the contractor to ensure there is no impact to LAC daily operations.

3.1.2 Building Information :

Requirements	Preservation and Storage Facility	Preservation Centre
Open to Public	NO	NO
Hours of Operation	7:00am - 3:00pm	7:00am - 3:00pm
Everyday Operations	Not yet determined	LAC’s CSF truck leaves loading dock at 8:00am and returns 9:15am -9:30am LAC’s Ottawa-Renfrew-Gatineau truck arrives 11:00-11:30am and leaves before 11:45am.
Stack Specifications	Stacks are located in 6 secure vaults and are not accessible; Collection is ingested via an	Stacks are located in secure vaults on 3 floors; collection is stored on Mobile shelving carriages usually 7-shelves-high; plastic skids are to be left in



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Requirements	Preservation and Storage Facility	Preservation Centre
	Automated Storage Retrieval System (ASRS) system; no elevators.	the corridor, not in the vault; one freight elevator and 2 “people” elevators to go from the loading dock level to the floors where vaults are located.

3.2 Preservation Center

- 3.2.1 The Preservation Centre contains an estimated 392,000 containers to be moved. Of those, an estimated 243,000 are textual material in standard boxes moving to the new facility, an estimated 143,000 are films cans moving to the new facility and an estimated 6,000 are various containers of collection material moving within the Preservation Centre. It is anticipated that there will be construction work occurring in the vaults - as of **January 2023**, retrofitting the vaults that have already been emptied of collection material (as part of this move project) and continuing throughout the move, well into 2024. Functional Spaces (elevators, hallways...) will have to be shared with construction, LAC operations and the move team.
- 3.2.2 The move work will be occurring in the storage areas over three floors. These three floors are accessible via a freight elevator.
- 3.2.3 Movers will be working in climate-controlled vaults with mobile shelving.
- 3.2.4 To meet project timelines, the work will be done in sets of three (3) teams made up of one (1) LAC staff and two (2) Movers in each building. The number of teams in the new facility is expected to fluctuate depending on the phase of the project. Teams assigned to the new PSF and in the Preservation Center can expect to work in either building, as operationally required.
- 3.2.5 Movers will mostly handle cube boxes containing textual material, or film cans.
- 3.2.6 Containers are located on shelves at different heights, in compact mobile shelving carriages;
- 3.2.7 Motion Picture film containers are stored horizontally in slots in compact mobile shelving carriages; they must remain horizontal at all times;
- 3.2.8 Movers are to retrieve one box, or film can, at a time and place it on a transportation device; several containers can be placed on a given transportation device;
- 3.2.9 For Motion Picture Film, LAC staff will indicate how many cans can be placed on the transportation devices;
- 3.2.10 LAC staff scan the containers as they are placed on the transportation devices (only applies to boxes, not film cans);
- 3.2.11 Movers wrap the transportation devices ready for transportation to the new facility via the link between the two (2) buildings; containers never go outdoors;
- 3.2.12 LAC staff place sequence label and container lists on the transportation devices;
- 3.2.13 Movers take the transportation devices to the new facility via a freight elevator in the PC, and then through the link between the two (2) buildings and move them to a holding area within the new facility.

3.3 New Preservation and Storage Facility

- 3.3.1 The new facility shares an exterior loading dock area and is linked with the existing Preservation Centre. All work will be occurring on the first floor. This new facility is equipped with an Automated Storage and Retrieval System (ASRS). Containers are to be placed on moving units with six (6) shelves; one (1) shelf at a time is presented via a window for the ingest of the containers. Film cans are to be placed inside specialized units fitted with slots (**see figure 1**) **[insert picture]**;



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- 3.3.2 For Material coming in from the **Preservation Centre (PC)**, the material will already have been brought to a holding area inside the envelope of the new facility. Movers will be required to unpack the transportation devices from that holding area and place the containers on shelves in the ASRS units. Then LAC staff will perform the required barcode scans to shelf. Supervision at all stations and locations along with trouble-shooting will be ensured by LAC staff.
- 3.3.3 Containers are to be placed on moving units with six (6) shelves; one shelf at a time is presented via a window for the ingest of the containers (see pictures below);
- 3.3.4 From the Holding Area, the Movers bring the transportation devices to a specific ASRS workstation and unwrap the them;
- 3.3.5 Movers then take the containers (or film cans) and place them on the available shelf in the shelving unit (if film cans, in the available and appropriately sized slots);
- 3.3.6 LAC staff scan the container barcodes, and then move the unit up or down to view the next available shelf (or series of slots);
- 3.3.7 Movers continue placing the containers/cans inside the units.
- 3.3.8 Movers retrieve the next transportation device from the Holding Area and proceed with the next steps.





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4. Use of site and facilities

- 4.1.1 LAC staff will coordinate access to sites as required (such as, but not limited to : access cards, access to vaults, Commissionnaires escorts)
- 4.1.2 Please note that climate controlled site trailers will be provided as lunch and resting area. Designated washroom facilities will be provided within the facility well as lockers on the condition that these facilities be kept clean.
- 4.1.3 The contractor will execute work with least possible interference or disturbances to LAC operations
- 4.1.4 The Contractor must maintain existing services to building and provide for emergency vehicle access
- 4.1.5 LAC will designate storage areas for the contractor to store materials.
- 4.1.5.1 Security of the storage area will be the responsibility of the Contractor throughout the move contract.
- 4.1.5.2 The Contractor must not encumber site with material or equipment.
- 4.1.5.3 The contractor will move stored products or equipment which interfere with LAC Operations or other tenants upon request.
- 4.1.5.4 Material and transportation devices are put away at the end of each day to allow uninterrupted workflow.

5. Personnel

5.1 Onsite workforce

- 5.1.1 The contractor will ensure that the required quantity of movers will be on site and ready to start daily within hours of operations, and will have sufficient handling equipment and tools at their disposal.
- 5.1.2 According to the projected schedule, normal business hours will apply for the move, Under exceptional circumstances, LAC might require overtime or work over the weekend or statutory holidays.
- 5.1.3 The contractor is responsible for planning its employees' schedules and replacing absent employees so that the required amount of movers is onsite every day.
- 5.1.4 LAC requires a single point of contact (project Leader) in the Contractor's organization, available to work with LAC technical authorities as of contract award and before the start of the physical move to finalize move plans, workforce, schedule and materials. This person will take a project leadership role and will be responsible for planning and finalization of logistics, materials and workforce.

This point of contact will (but not limited to):

- Ensure all necessary personnel are on site during the move;
- Be available to attend a number of pre-move planning meetings, checkpoint meetings and be promptly available throughout the move, including calling into checkpoint status meetings for the duration of the contract;
- The contractor will be notified in advance of the date and the expected duration of each meeting; and
- Be the reference person if issues arise onsite that need to be escalated

- 5.1.5 During the move, LAC requires one (1) supervisor on site per building to be LAC's point of contact. This person will (but not limited to):



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- 5.1.6 Ensure adherence by Contractor staff to LAC collection handling procedures, move guidelines, and building policies;
- 5.1.7 Provide feedback on project scheduling;
- 5.1.8 Ensure that all required tasks and services are carried out within the prescribed project time frames;
- 5.1.9 Ensure that Contractor staff are trained on, hold valid operator's license for, and operate any and all equipment provided by the Contractor legally and safely;
- 5.1.10 Being responsible for Contractor staff at all times;
- 5.1.11 Attending training sessions conducted by LAC staff;
- 5.1.12 Be trained in the use of, and hold a valid operator's license as required for, any and all equipment supplied by the Contractor and follow guidelines for safe operation;
- 5.1.13 Wear appropriate personal protective equipment (PPE)
- 5.1.14 Provide direction to their respective onsite team of movers in each building locations.

5.2 The Contractor is required to provide an adequate number of **Movers** to ensure that project timelines are met. The quantity of Movers may fluctuate depending on the stage of the project and the work site. LAC requires fifteen (15) Movers on site at different times throughout the move. The Contractor is required to assess the project requirements and propose a quantity of Movers required for LAC approval.

5.3 Duties of the Movers include, but are not limited to:

- 5.3.1 Physically lifting, moving, carrying, organizing, staging, arranging, and packing archival material on to transportation devices to be shipped from the origin points;
- 5.3.2 Safely moving transportation devices packed with archival material, either carts or skids, from the PC across the Link to the new facility or within the PC;
- 5.3.3 Receiving transportation devices packed with archival material, and moving, arranging and staging archival material at the delivery points;
- 5.3.4 Moving transportation devices packed with archival material to collection ingest points (pick stations within the new facility or other vaults within the PC), unpacking collection containers, and physically placing collection containers onto new shelving as directed by LAC staff;
- 5.3.5 Packing collection containers on to skids and wrapping for transport as directed by LAC staff;
- 5.3.6 Ensure collection containers and transportation devices remain in order and with accompanying documentation;
- 5.3.7 Attending training sessions conducted by LAC staff;
- 5.3.8 Adhering to all LAC collection handling procedures, move guidelines, and building policies;
- 5.3.9 Be trained in the use of, and hold a valid operator's license as required for, any and all equipment supplied by the Contractor and follow guidelines for safe operation; and
- 5.3.10 Wearing all required personal protective equipment (PPE).

5.4 Health and Safety

- 5.4.1 All Contractor employees shall wear appropriate personal protective equipment (PPE) at all times and any other required PPE. All employees who do not comply with the safety rules will be asked to leave the premises by the Contractor under the direction of LAC staff
- 5.4.2 CSA Canadian Standards Association approved footwear, minimum level of Yellow Triangle (puncture protection and steel toe), must be worn at all time with no



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exception and the LAC Technical Manager or his representative maintains the right to refuse contractors working without the proper footwear.

- 5.4.3 At least one (1) member of the moving company on site at all times, for the duration of the contract, have a valid First-Aid certificate.

5.5 Conduct

- 5.5.1 Smoking, food and beverages are only allowed in areas designated by LAC staff or the LAC Technical Authority.
- 5.5.2 Contractor staff must keep their work areas tidy, clean up after themselves, and ensure that all waste and recycling is placed in the proper receptacles.
- 5.5.3 The use of abusive or offensive language is not permitted on LAC work sites. Contractor employees must not participate in disruptive activities, which may interfere with normal and efficient client operations.
- 5.5.4 The Contractor will maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and will be responsible for taking such disciplinary action with respect to employees as required.
- 5.5.5 Contractor employees who perform services under this contract will always be in uniform identifying themselves as employees of the Contractor. Each contractor employee must adhere to standards of conduct that reflect credit on themselves and their employer.
- 5.5.6 Neglect of duties is not acceptable. This includes unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during work hours and refusing to render assistance or to cooperate in upholding the integrity of the work site security.
- 5.5.7 Contractor employees will be on site only for performance of contractual duties and not for other business or personal purposes.
- 5.5.8 LAC or their designate may require the Contractor to remove any employee LAC deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment is deemed by LAC to be contrary to its best interests. The Contractor will immediately replace such an employee to maintain continuity of services at no additional cost. LAC reserves the right to terminate the agreement and/or remove moving staff in the case of misconduct.

6. Output/deliverables

- 6.1 The safe relocation of archival collection containers from the points of origin to delivery points within schedule;
- 6.2 Up-to-date lists of all Contractor employees working at LAC sites to be made available to LAC upon request;
 - 6.2.1 Monitor and report on schedule compliance or deviation;
- 6.3 Monthly Tracking Reports documenting work hours, progress & materials in electronic format;
- 6.4 Weekly Progress Reports in electronic format including:
 - 6.4.1 Number of transportation devices packed and delivered per day, number of containers packed and delivered per day;
 - 6.4.2 Summary of progress per site including percentage relocated (complete), percentage remaining to relocate ;



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- 6.4.3 Monthly number of man hours worked over the reporting week and to date, employees on site;
- 6.4.4 Issues and risks reports
- 6.4.5 Incident reports

7. Damages and Protection of Goods and Premises

- 7.1 Prior to commencement of work, the Contractor must participate in an on-site visit of the LAC work sites to identify any areas of concern or which requiring special protection and to determine the base condition of the site.
- 7.2 The Contractor must take all necessary measures to ensure protection of the LAC work sites. This could include, but is not limited to, installing temporary ramps to transition uneven floor levels, installing temporary floor protection, installing temporary protection for corner guards, doorjamb , glazed doors, furniture, or millwork. The Contractor shall remove and dispose of all materials used for the temporary protection of LAC work sites at completion of the collection move.
- 7.3 Special precautions must be taken by the Contractor to ensure that flooring is adequately protected from material handling equipment.
- 7.4 At a minimum, all such equipment supplied by the Contractor and used in the interior of LAC work sites must be maintained free from grease and dirt and be equipped with rubber-tired wheels having a minimum diameter of 3 ½”.
- 7.5 In the event of any damages during the collection move, the Contractor must immediately advise the LAC Technical Authority of the damage in an initial deficiency report to be prepared by the Contractor. The Contractor is responsible for repair and the costs to repair of any damages caused by the Contractor to LAC building elevator interiors, exteriors, walls, doors, etc.

8. Departmental Support

- 8.1 LAC will provide documentation to the Contractor for project planning purposes during the contract and will inform the Contractor in the event of any changes or revisions.
- 8.2 LAC will provide collection care and handling training to Contractor staff as well as rules and guidelines for working on LAC work sites, physical control procedures and any other related or required documentation.
- 8.3 The LAC Technical Authority and Move Team will make themselves available to the Contractor for the purposes of knowledge transfer, questions, queries and decision approvals.
- 8.4 Each Contractor move team will be assigned an LAC employee to provide daily support relating to the preparation and move of collection materials.
- 8.5 Schedule for the upcoming week will be provided ahead of time.
- 8.6 Regular meetings will be held between LAC Project Team and contractor beginning in preparation phase, throughout physical moves and close out.
- 8.7 LAC will provide an emergency evacuation plan for all LAC work sites.



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8.8 In the event of an accident involving collection material, LAC will take over from the Contractor in terms of safely retrieving the affected material and transporting to an LAC site for treatment.

8.9 LAC will manage and provide collection tracking details and lists.

9. Collection Material Care and Handling procedures

9.1 The following are examples of LAC procedures for the care and handling of collection material. Final procedures will be provided by LAC to the Contractor prior to the commencement of work.

- 9.1.1 No food or drink is allowed in collection storage or transportation areas. Rest areas and lunchrooms will be designated for Contractor staff.
- 9.1.2 No outerwear can be worn inside collection storage areas. Lockers will be provided to for Contractor staff for coats, bags, umbrellas, etc.
- 9.1.3 Do not use hand lotion or sanitizer before handling containers. Hands must be dry before handling containers.
- 9.1.4 Wash hands frequently and avoid touching surfaces that could transfer grease or other substances to collection containers or transportation devices.
- 9.1.5 Always use a transportation device to move collection containers. Do not carry collection containers by hand. Before picking up a collection container have a transportation device close by to set it down. Always move a transportation device to collection material rather than the opposite.
- 9.1.6 Make sure the work area is clean and uncluttered to allow for unobstructed paths of travel.
- 9.1.7 Make sure the entire container rests on the surface of the transportation device. No part of a container should ever hang over an edge.
- 9.1.8 Have two people transfer oversized or heavy material directly onto a transportation device.
- 9.1.9 Maintain the orientation of collection containers; oversize materials that are shelved flat must stay flat, upright materials must always remain straight upright.
- 9.1.10 Ensure transportation devices are clean and move smoothly before using.
- 9.1.11 Under no circumstances may collection material ever be placed directly on the floor.
- 9.1.12 Use both hands to support Collection material completely when moving it.
- 9.1.13 At all times during the move, ensuring the security of the collection is the primary objective, as is maintaining it in an appropriate environment. This means, the collection material must always remain within a secure area, in a controlled



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environment (temperature and humidity is monitored) away from direct heat sources or water, and where pest management activities are carried out. All move team members are required to respect security of the collection and environmental guidelines.

- 9.1.14 LAC reserves the right to, at any time, halt the collection move activities if LAC staff feel that collection materials are at risk and to keep work suspended until the Contractor corrects the deficiency.

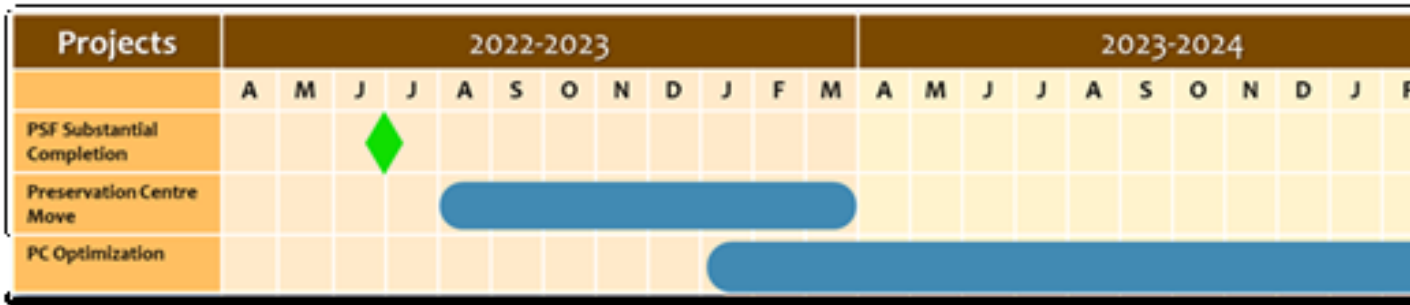


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Appendix A

High Level Move Plan diagrams

High Level Move Timeline













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Appendix B

Container Sizes and descriptions

Image	Code	Description	Material	Dimensions
	B10S	Box - standard	Cardboard	40.6L 12.0W 27.4H
	B15S	Box - standard	Cardboard	40.6L 17.5W 27.4H
	B17S	Box - standard	Cardboard	41.2L 17.2W 26.8H
	B20S	Box - standard	Cardboard	40.6L 20.0W 26.8H
	B24S	Box - standard	Cardboard	40.6L 24.0W 26.8H
	B30S	Box - standard	Cardboard	40.6L 30.0W 26.8H
	M104	Film - 16mm/400'	Metal	6 7/8" x 1"
	M108	Film - 16mm/800'	Metal	10 3/8" x 1"






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	M112	Film - 16mm/1200'	Metal	12" x 1"
	M116	Film - 16mm/1600'	Metal	13 5/8" x 1"
	M120	Film - 16mm/2000'	Metal	14 7/8" x 1"
	M204	Film - 35mm/400'	Metal	7" x 1 7/8"
	M210	Film - 35mm/1000'	Metal	10 1/4" x 1 7/8"
	M212	Film - 35mm/1200'	Metal	12 1/8" x 1 7/8"
	M220	Film - 35mm/2000'	Metal	15" x 1 7/8"
	P104	Film - 16mm/400'	Plastic	6 7/8" x 1"
	P108	Film - 16mm/800'	Plastic	10 3/8" x 1"
	P112	Film - 16mm/1200'	Plastic	12" x 1"
	P116	Film - 16mm/1600'	Plastic	13 5/8" x 1"
	P120	Film - 16mm/2000'	Plastic	14 7/8" x 1"



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	P204	Film - 35mm/400'	Plastic	7" x 1 7/8"
	P210	Film - 35mm/1000'	Plastic	10 1/4" x 1 7/8"
	P212	Film - 35mm/1200'	Plastic	12 1/8" x 1 7/8"
	P220	Film - 35mm/2000'	Plastic	15" x 1 7/8"



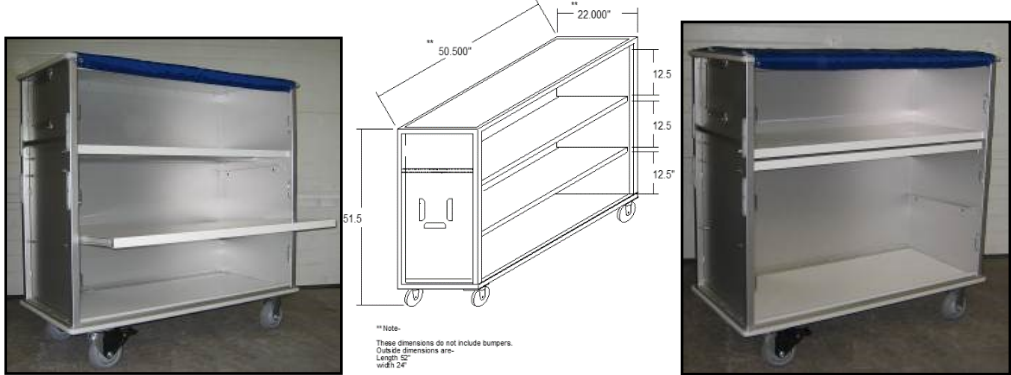
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APPENDIX C

LAC TRANSPORTATION DEVICES

Upright cart (Tonyboy)

The upright cart is an aluminum three-shelved cart used for the transportation of LAC collection material. It is the standard cart used at LAC. The middle shelf is extendable and removable to accommodate larger items. The upright cart is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required. The upright cart has two pivoting wheels that lock and two fixed wheels.



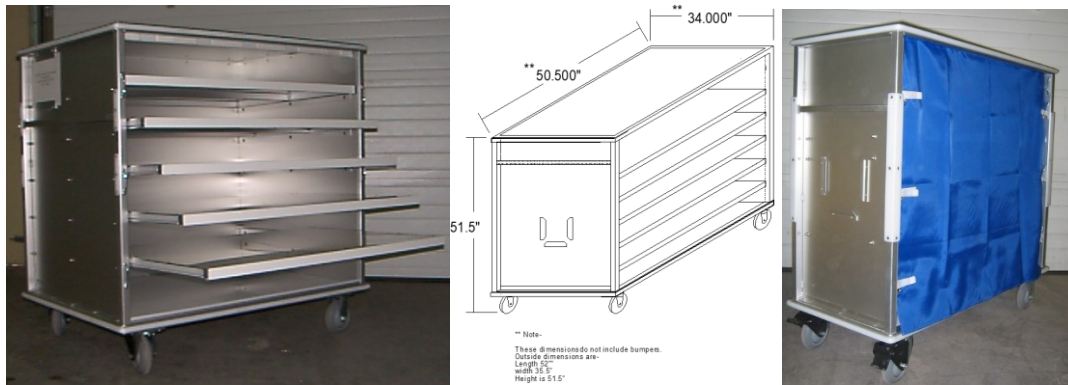
Enclosed transportation device.

The shelves are 48” long x 20” deep with 12” clearance between. The lower shelf slides out and is stored below the middle shelf for taller items. A nylon flap covers the cart front during transport.

Wide (War) wagon

Wide wagon

The wide wagon, also known as a “war wagon,” is an aluminum cart with five pull-out shelves, used mostly for the transportation of H-2 and H-3 folders and for large flat containers. The wide wagon is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required. The wide wagon has two pivoting wheels that lock and two fixed wheels.





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Enclosed transport of up to size A0 documents.
 The shelves are 850 by 1200 mm (33" by 48").
 The clear space between shelves is 130 mm (5").
 The shelves slide out for easy access to contents.
 A nylon flap covers the cart front during transport.

□

Book truck

The Book Truck is a two- or three-shelved cart constructed of either wood or metal. It is used for the transportation of collection material within buildings only.



Flat truck

The flat truck is a wood and metal cart with a flat bottom, no sides and a large handle. It is used for the external transportation of boxes. The wooden flat truck has non-locking phenolic casters, while the metal flat truck has non-locking air-filled pneumatic tires. The metal flat truck is used to move fragile items.





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Appendix D

Packing plastic skid Procedure

Items relocating will be in move ready state prepared by LAC's Move Prep Team. Depending on the Departure Building (and type of containers being moved), the transportation device for the containers can be either a plastic skid, an upright cart, a flat truck or other cart deemed solid and acceptable by LAC. LAC reserves the right to refuse a transportation device that is too high, too dirty or too damaged to accept collection materials. When using plastic skids, the movers will place the boxes onto plastic skids which hold 36 linear feet per plastic skid (estimated 40 standard B30S boxes).

1. Plastic skid Requirements:

- Plastic material only should be used.
- 48 inches x 40 inches, slats are 4 in. across, spacing not to exceed $\frac{3}{4}$ ".
- Solid in construction, not visibly broken or damaged, and judged strong enough to support the weight of the load.



2. Preparing the Plastic skid:

- Place a layer of corrugated cardboard on the plastic skid, to act as a barrier between the plastic skid and the containers being placed on it.
- If the plastic skid is inadequate in any way but must still be used, lay a double layer of cardboard on top of the plastic skid before packing (adds strength and support to the bottom of the plastic skid).



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3. Packing the First Layer:

- Ensure to leave a space between the boxes in the vertical rows.
- Stagger the spaces between the boxes and continue to do so in each layer.



4. Packing the Second-Fourth Layers:

- Continue the same pattern for the second layer, pack the plastic skid in the opposite direction to ensure the gaps and spaces are staggered.
- Four boxes down the right side horizontally, three boxes down the left side and middle vertically, with staggered spaces, opposite of the first layer.
- Place cardboard between the 2nd & 3rd layer of boxes.
- Continue the pattern, changing it slightly to ensure spaces between layers are staggered.
- A maximum of four layers can be stacked on each plastic skid.



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5. Finalizing the Plastic skid:

- Once the plastic skid is fully packed, the plastic skid must be shrink-wrapped, covering all four sides and top.
- Each plastic skid will have a barcode for tracking purposes.
- Additional labeling may be required to clearly note the number of boxes on the pallet. This can be reviewed and agreed upon finalization of the process.





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Placement of smaller boxes follow similar process but the layout on the skid is slightly different:

B20 boxes, 13 boxes per row:



Figure 1 Skid of B20's, layout for rows 2 & 4



Figure 2 Skid of B20's Layout for rows 1 & 3



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Figure 3 Skid of B10's, rows 1 &3, 25 boxes per row



Figure 4 cardboard between each row (all formats)



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Appendix E

Packing film Canisters Procedure

Film cans will be moved using custom transportation devices already at LAC. Regardless of dimension, film cans are stacked no more than three high. Film cans are to be kept horizontally during manipulation.



Figure 5 Small film cans on a transportation device. 54 per shelf, 162 total.



Figure 6 Large film cans, 12 per shelf, 36 total

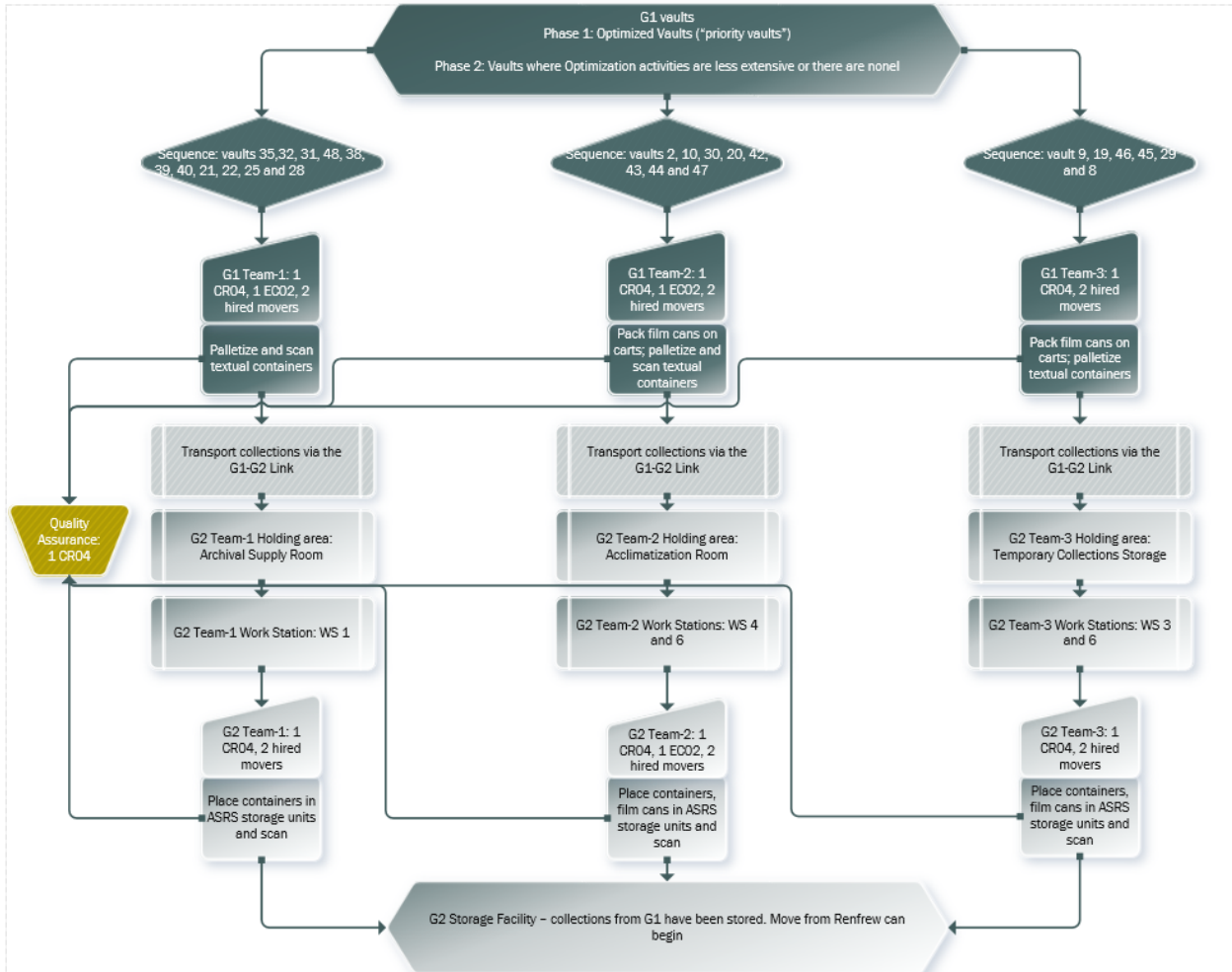


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Appendix F

Workflow Diagram from original home location through ingest into new location

Preservation Centre:





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APPENDIX G

Definitions and Acronyms

1. Definitions

Term	Definition
Collection	A body of archival material formed by or around a person, family group, corporate body, or subject either from a common source as a natural product of activity or function, or gathered purposefully and artificially without regard to original provenance. A collection may contain manuscripts, documents, correspondence, memoranda, photographs, maps, drawings, near-print materials, pamphlets, periodical tear-sheets, broadsides, newspaper clippings, motion picture films, computer files, etc.
Ingest	Process that assigns a new permanent location to a container in the corporate databases. Usually happens via a scan using a handheld scanner.

2. Acronyms

Term	Definition
LAC	Library and Archives Canada
PC	Preservation Centre
ASRS	Automated Storage and Retrieval System
PPE	Personal Protective Equipment
CMS	Collection Management System
DMS	Document Management System



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ANNEX "B" BASIS OF PAYMENT

To be completed at contract award

Please refer to Attachment 1 to Part 3 - Pricing Schedule



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ANNEX “C” INSURANCES 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 Insureds: 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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.



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- I. 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. 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 acknowledgement 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 an Agreed Value (appraisal) 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:



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- a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- 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 Library and Archives Canada and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



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ANNEX "D"

COVID-19 Vaccination Requirement Certification Form

Certification

I, _____ (*first and last name*), as the representative of
 _____ (*name of business*) pursuant to Contract
 _____ (*contract number*), warrant and certify that all personnel that
 _____ (*name of business*) will provide on this Contract who access

federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, **religion or other prohibited grounds of discrimination under the Canadian Human Rights Act**, subject to accommodation and mitigation measures as of November 15, 2021 that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____



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Optional

For data purposes only, initial below if your business already has its own vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



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ANNEX "E" ELECTRONIC PAYMENT INSTRUMENTS



PROTÉGÉ B lorsque rempli
PROTECTED "B" when completed

T1204 Information Reporting by Contractor for the payment of invoices

Information T1204 à transmettre par l'entrepreneur pour le paiement des factures

1. The Contractor shall provide the following information within 15 calendar days from date of award of the contract; and return this form with the signed contract. This is a condition of payment.

1. L'entrepreneur doit fournir l'information suivante dans les 15 jours suivant la date d'attribution du marché et retourner ce formulaire avec le contrat signé. Il s'agit d'une condition de paiement.

- a. the legal name of the entity or individual, as applicable, i.e. the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code;

- a. l'appellation légale de l'entité ou du particulier, selon le cas, i.e. le nom associé au numéro d'assurance sociale (NAS) ou au numéro d'entreprise, ainsi que l'adresse et le code postal;

Name / Nom:

Adresse / Adresse:

Are you a former public servant or a person that was incorporated, receiving a GOC pension or lump sum payment? / Êtes-vous un ancien fonctionnaire ou une personne s'étant constituée en société recevant une pension du GC ou un montant forfaitaire?

Yes / Oui No / Non

Are you an aboriginal supplier? / Êtes-vous un fournisseur autochtone?

Yes / Oui No / Non

- b. The status of the Contractor:

- b. Le statut juridique de l'entrepreneur:

Individual / Particulier Partnership / Société de personnes Corporation / Société

c. Dans le cas d'un particulier, le NAS de l'entrepreneur ou le numéro d'entreprise ou le numéro de la taxe sur les produits et services (TPS) ou de la taxe de vente harmonisée (TVH) / For individuals, the Contractor's SIN and, if applicable, the BN, or the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;

d. Dans le cas d'une société de personnes et d'une société, le numéro d'entreprise, ou si ce dernier n'est pas disponible, le numéro de TPS/TVH. En l'absence d'un numéro d'entreprise ou de TPS/TVH, une société devra fournir son numéro d'impôt de société du feuillet T2, tandis qu'une société de personnes devra fournir le NAS de l'associé qui a signé le marché / For partnerships and corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, corporations must provide their T2 Corporation Tax number, while partnerships must provide the SIN of the partner who has signed the contract; and;

Contractor's SIN: / NAS de l'entrepreneur:

GST/HST number: / Numéro TPS/TVH:

Business Number/ Numéro d'entreprise:

T2 Corp. Tax number: / Numéro d'impôt de société T2

- e. the following certification signed by the Contractor or an authorized officer:

- e. l'attestation suivante, signée par l'entrepreneur ou son représentant autorisé :

"I certify that I have examined the information provided above, including the legal name, address, and Canada Customs and Revenue Agency identifier, (c) or (d) as applicable, and that it is correct and complete, and fully discloses the identification of this Contractor."

« Je certifie par la présente que j'ai examiné tous les renseignements fournis ci-dessus, y compris l'appellation légale, l'adresse et le numéro identificateur de l'Agence des douanes et du Revenu du Canada, c) ou d) selon le cas, qu'ils sont corrects et complets et qu'ils divulguent clairement l'identité du présent entrepreneur. »

Signature

date



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Demande d'inscription au dépôt direct pour les fournisseurs canadiens

PROTÉGÉ B lorsque rempli **PROTECTED "B"** when completed **Direct Deposit Enrollment Request for Canadian suppliers**

Pour les paiements fait au Canada seulement

For payments deposited in Canada only

Demande initiale
New Request

Modification
Change

Annulation
Cancellation

A REMPLIR ÉLECTRONIQUEMENT OU Écrire lisiblement

FILL FORM ELECTRONICALLY OR print clearly

Nom du particulier ou
de l'entreprise
Surname or CO Name

Prénom
Given Name

Adresse
Address

Ville
City

Code postal
Postal Code

Province

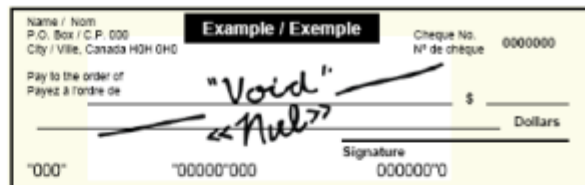
Courriel
E-Mail

Téléphone
Telephone

**S.V.P. joindre un spécimen de chèque avec la
mention 'NUL' pour votre compte bancaire. Si
vous n'avez pas de compte chèque, compléter
cette section avec vos informations bancaires.**

**Please attach a blank cheque for your bank account
with 'VOID' written on it. If you don't have a chequing
account fill this section with your banking information.**

Nom et adresse de l'institution financière
Financial institution's name and address



N° succursale - Branch No

N° institution - Institution No

N° compte - Account No

For finance use only/ Pour finances seulement

Code S- _____

By / Par: _____

Account No - N° compte

Institution No - N° institution
3 digits 3 chiffres

Branch No - N° succursale
5 digits 5 chiffres

Attestation

En tant que bénéficiaire des paiements, j'autorise BAC à déposer mes remboursements dans le compte bancaire mentionné ci-dessus et ce, jusqu'à nouvel ordre.

Signature

Certification

I, as the person entitled to receive the payments, authorize LAC to deposit my reimbursements into the above-noted bank account until further notice.

Tel -Tél.

Date



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PROTÉGÉ B lorsque rempli
PROTECTED "B" when completed

Renseignements supplémentaires

- Ne remplissez pas ce formulaire si vous avez déjà demandé le dépôt direct et que les renseignements n'ont pas changé.
- Si vous changez de compte bancaire détenu au Canada dans lequel nous déposons un paiement, assurez-vous de nous informer des renseignements relatifs à votre nouveau compte bancaire. De plus, assurez-vous que le paiement est déposé dans le nouveau compte bancaire avant de fermer l'ancien.
- Votre demande de dépôt direct restera en vigueur jusqu'à ce que vous modifiiez les renseignements originaux ou que vous annuliez le service.
- Pour interrompre le dépôt direct veuillez remplir ce formulaire en omettant les informations bancaires et en cochant la case 'Annulation'.
- Vous recevrez un courriel contenant le numéro de facture et le montant lorsqu'un paiement sera émis.
- Envoyez votre formulaire dûment rempli par télécopieur au 819-934-5264 ou par courriel à bac.supportfinance-financesupport.lac@canada.ca ou par la poste à Bibliothèque et Archives Canada, Finance, 550 boul de la Cité, 8^{ème} étage, Gatineau QC K1A 0N4

More information

- Please do not fill in this form if you already requested the reimbursement via Direct deposit or if the banking information has not changed.
- If you are changing your bank account held in Canada into which we deposit a payment, be sure to tell us about your new bank account. In addition, make sure you do not close the old bank account before we deposit the payment into the new bank account.
- Your direct deposit request will stay in effect until you change the information or cancel the service.
- To cancel direct deposit service, send this form without the banking info and tick the Cancellation Box
- You will receive an e-mail with the invoice number and the amount to notify you when a payment is issued.
- Send your completed form by email at bac.supportfinance-financesupport.lac@canada.ca or by fax at 819-934-5264 or by mail at Library and Archives Canada, Finance, 550 boul de la Cité, 8th Floor, Gatineau QC K1A 0N4.