

**REQUEST FOR PROPOSAL (RFP)**

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**OFFICE RELOCATION, WAREHOUSING AND RELATED SERVICES**

**SERVICES TO BE PROVIDED TO:**

Public Services and Procurement Canada

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

**This is an RFP issued against the Office Relocation, Warehousing and Related Services Supply Arrangement (SA) PWGSC file number E60LM-160030/B. All terms and conditions of the Original Solicitation E60LM-160030/B representing the resulting Supply Arrangement issued apply & shall be incorporated into any resulting contract.**

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

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

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

### **1.2. Statement of Work (SOW)**

#### **1.2.1 Summary**

See Annex "E-1", Statement of work is attached.

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

### **2.2 Submission of Bids**

Bids must be submitted only to [Carolina.asquino@tpsgc-pwgsc.gc.ca](mailto:Carolina.asquino@tpsgc-pwgsc.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 4 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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

### **3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Agree to all terms & conditions

#### **4.1.2 Financial Evaluation**

The firm price must be presented in the format detailed in Annex "E-2" - Basis of Payment. All prices are firm and in Canadian dollars, GST or HST extra (if applicable).

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

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

### **4.2 Basis of Selection**

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

### **4.3 Security Requirement**

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

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

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

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

## **PART 5 - CERTIFICATIONS**

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

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

### **5.1 Certifications Precedent to Contract Award**

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

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **6.1 Security Requirement**

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

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2010C (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### **6.3.2 SACC Manual Clauses**

##### **6.3.2.1 Replacement of Specific Individuals**

- i) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection ii). The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

##### **6.3.2.2 Canadian Content Certification**

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

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

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

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

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2023 inclusive .

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

### **6.4.2 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex E-1of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Carolina Asquino  
Telephone: 438-337-9076  
E-mail address: [Carolina.asquino@tpsgc-pwgsc.gc.ca](mailto:Carolina.asquino@tpsgc-pwgsc.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.

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

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone :    \_\_\_ \_\_\_ \_\_\_\_\_

Facsimile:    \_\_\_ \_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### **6.5.3 Contractor's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone :    \_\_\_ \_\_\_ \_\_\_\_\_

Facsimile:    \_\_\_ \_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

## **6.6 Payment**

### **6.6.1 Basis of Payment**

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

### **6.6.2 Payment**

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

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

### **6.6.3 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



#### **6.6.4 T1204 - Direct Request by Customer Department**

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

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

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

#### **6.7 Invoicing Instructions**

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

To be sent to:  
(to be determined on award of contract)

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

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

#### **6.8 Certifications**

**6.8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **6.8.2 SACC Manual Clauses**

Canadian Content Certification, (SACC Manual clause A3060C).

#### **6.9 Applicable Laws**

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

## **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) 2010C (2022-01-28), General Conditions - Services (Medium Complexity)
- (c) Annex E-1, Statement of Work;
- (d) Annex E-2, Basis of Payment;
- (e) Annex E-3, Certifications;
- (f) Annex E-4, Security Requirements Check List;
- (g) Annex E-5, Insurance Requirements;
- (h) the Contractor's bid dated \_\_\_\_\_

## **6.11 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "E-5". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

## ANNEX "E-1"

### STATEMENT OF WORK

#### 1. General Requirement

To provide relocation and warehousing services for the relocation of entire offices, equipment, and other various government facilities, including office equipment, supplies and furniture, on an "as and when requested" basis, within the National Capital Region (NCR) for the Neighbourhood Transformation Project.

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

The objective of the Neighbourhood Transformation Project is to transform existing office space in Canada's portfolio in the NCR into neighbourhood sites. These sites will have to allow the return of employees in an unassigned mode of work and support collaboration, all while recovering furniture in stock in the warehouse.

The requirement for this project includes the following office building and warehouse located in the NCR:

#### **Warehouses:**

- **Centre Asticou**, 241 Bd de la Cité-des-Jeunes, Gatineau J8Y 6L2
- **LaSalle Academy**, 373 Sussex Dr, Ottawa, ON K1N 6Z2
- **Vanguard**, 171 Slater St., Ottawa, K1P 5M7
- **Tunney's pasture**, 161 Prom. Goldenrod, Ottawa, K1A 0K9
- **Sacré-Cœur**, 45 Bd Sacré-Cœur, Gatineau, J8X 1C6

#### **Neighbourhood sites :**

- **LEL East**, L'Esplanade Laurier, 140 R. O'Connor Street, Ottawa K1A 0R5
- **Enterprise building**, 427 Ave Laurier O, Ottawa (3rd floor) K1R 5C7
- **Minto Place**, 180 Kent Street, Ottawa (18th Floor) K1P 0B6
- **PDP 3** : Place du Portage 3, 11 Laurier Street, Gatineau J8X 4A6

#### **The scope of this requirement excludes the service of disconnecting and reconnecting computer workstation such as the following components:**

- Monitor,
- Laptop, Computer Tower
- Keyboard,
- Mouse,
- Desktop Printer,
- Network Cable (Lan),
- Phone,
- All wires and power cords, power bars.

## **2. Statement of Work**

### **2.1 General services**

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

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

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

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

For the relocation of flat screens, laptops and tablets, the Contractor must use blanket wrapping and shrink wrapping, and additional protection as necessary. The contractor must ensure that all filing cabinets must be emptied before being moved to another building.

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

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

The Contractor must make prior arrangements with the property manager/building team before each loading/unloading, pickup and delivery (i.e. confirm the time and location of the deliveries and provide the information of the model/number/size of trucks) and where to park. A table of the conditions of access to the sites is attached as a reference. (See Appendix A-2)

The Contractor must make prior arrangements with the City of Ottawa prior to each loading/unloading, pick-up and delivery (i.e. curbside parking, confirm the time and place of deliveries and with what type/number/size of trucks). Canada will not compensate for any parking tickets.

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

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

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

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

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

## **2.2 Warehousing services (if required)**

Provide approximately 10,000 cubic feet of warehouse space, in the NCR, for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage.

Create, provide and maintain a computerized inventory of all material, equipment and furniture stored.

Identify the total amount of cubic feet of actual materiel warehoused.

Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.

Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods.

At the time of each defined move requested by the Identified User(s), prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move.

Any damage is to be verified by the Identified User's Project Authority, prior to the item being moved.

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

Provide inventory reports within twenty-four (24) hours when requested by the Identified User(s).

## **2.3 Personnel**

Personnel assigned to this work shall be movers, packers and installers. They shall possess the knowledge related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations. The furniture items are mostly Teknion and Corcan brands. The Contractor must assign enough certified Teknion installers to carry out the assembly of this furniture.

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

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

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

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

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

## **2.4 Packaging materials and supplies**

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

## **2.5 Equipment, Resources, Tool Kits**

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

Examples of equipment that may required :

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

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

Example of an acceptable tool kit

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes #5 and #8;
- two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- long needle nose pliers;
- vice grips;
- side cutters;
- metric and imperial wrenches (complete sets);
- rubber and Ball Pein hammers;
- cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra
- recharged batteries;
- metric and Imperial Allen keys (complete sets);
- 100-foot measuring tape;
- Covid-19 PHE (i.e. Mask, Purell, Cleaning Wipes).

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

## **2.6 Vehicles**

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

One (1) tractor trailer.

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

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

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

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

Please note that there are no service elevators at some sites, nor are there loading docks. All ramps required for the move must be provided by the contractor if necessary.

### **2.7 Working hours**

All work shall be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified on each individual call-up. The work schedule may be subject to change in the event of unforeseen circumstances and as authorized by the Identified User(s).

Regular working hour: means from 8 a.m. to 5 p.m. (8 hours per day), Monday to Sunday.

Over time: means working outside the regular hours of 8 a.m. to 5 p.m. Monday to Sunday.

Over time is calculated at time and a half of the quoted firm hourly rate.

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

Overtime will be paid for Statutory Holidays which are regularly recognized by the Supply Arrangement Holder and for which the Supplier compensates employees in addition to their regular wage. **NOTE:** The Ontario Family Day in February is not a national statutory holiday for Government of Canada and is to be considered a normal working day. It is a statutory holiday in the Province of Ontario. Overtime pay should be applicable for suppliers of Ontario Province.

Other than Statutory Holidays, there will be no premium paid for overtime unless the overtime is approved in advance and in writing by the Identified User's Project Authority. All approved overtime will be paid based on the hourly rates for employee wages and will be applied at 1.5 times of hourly rates.

### **3. Site Regulations**

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

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

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

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

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

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

#### **4. Registration, authorizations and permits**

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

#### **5. Constraints**

- Timelines could be adjusted according to other stakeholders, the contractor must be flexible with deadlines
- Specific access conditions for each site (such as the presence of a loading dock, parking lot, service elevator, etc.) refer to the table of site access conditions (Appendix A-2)
- Exact dates of the work to be mutually agreed, 1 week before the move
- Canada reserves the right to request the Contractor to carry out a visit to certain sites, stipulated in point 1, prior to the execution of certain works.



## ANNEX A-1

### SCOPE OF WORK

1. **Tasks for the Centre Asticou- 241 Boul. Cité des jeunes, Gatineau and LaSalle Academy, 373 Sussex Dr, Ottawa.**

**Warehouse: Pack and send the furniture in batches to the different addresses.**

Movers will be required to move various sets of furniture and items from warehouses to the sites listed in Annex A, point 1. Please refer to the table below, for the exact quantities. The list of lots and destination addresses will be provided in advance one week before the moving date. All work must be carried out during office hours.

Article	Destination	Quantity*
Teknion Panels 24"	NCR (sites to be confirmed)	263
Teknion Panels 36"	"	28
Teknion Panels 42"	"	73
Teknion Panels 48"	"	178
Corcan panels 24"	"	109
Corcan Panels 42"	"	23
Corcan Panels 48"	"	119
Clavier support	"	125
C-Leg/Cantilevers Skid	"	5
Table 36"X72" (class table)	"	25
Height-adjustable legs (electrical)	"	195
Surface of Various Colour Offices 36"	"	14
Surface of Various Colour Offices 42"	"	120
Office surface of various colors 48"	"	73
Surface of various colors 60"	"	24
Surface of various coloured desks 72	"	150
Armchairs simple varied colors	"	40
Ottoman Orange Pouf	"	4
Bar Stool	"	18
Conference table with socket 30"X96"	"	4
High Conference Table with 36"X72"	"	
Socket		1
Multimedia Table 54"X72"	"	3
High Multimedia Table 54"X72"	"	1
Whiteboard 72"	"	21
Whiteboard 96"	"	27
Contessa Chair	"	180
Black visitor chair with roulettes	"	78
Black visitor chair	"	60

White Visitor Chair	"	32
Table 24"X72" with socket (touchpoint)	"	2
Article	Destination	Quantity*
Island 4 height-adjustable Stations	"	2
Square table 30"	"	6

\*In the event that, due to unforeseen circumstances, the quantities described are reduced, Canada will only pay for the services required

### 1.1 Optional services for the Centre Asticou- 241 Boul. Cité des jeunes, Gatineau.

In the event of an increase to the inventory, the following optional services may be required on this site: movers will have to dismantle, pack and move various sets of furniture and items from the warehouse to the various addresses provided. The list of exact quantities will be provided in advance when requesting optional services. All work must be carried out during office hours.

### 2. Tasks for Vanguard - 171 Slater St., Ottawa.

#### 3rd floor: Pack and send the furniture in batches to the different addresses.

Movers will need to move various sets of desks stored on the 3rd floor, to the sites. Please refer to the table below, for the exact quantities. The list of lots and destination addresses will be provided in one week in advance prior to the moving date. All work must be carried out during office hours.

Article	Destination	Quantity
Adjustable electrical desks 24"	NCR (sites to be confirmed)	197

### 3. Optional services for Tunney's pasture - 161 Prom. Goldenrod, Ottawa.

#### Warehouse: Pack and send the furniture in batches to the different addresses.

In the event of an increase to the inventory, the following optional services may be required on this site: movers will have to dismantle, pack and move various sets of furniture and items from the warehouse to the various addresses provided. The list of exact quantities will be provided in advance when requesting optional services. All work must be carried out during office hours.

### 4. Optional services for Sacré-Cœur - 45 Bd Sacré-Cœur, Gatineau.

#### Warehouse: Pack and send the furniture in batches to the different addresses.

In the event of an increase to the inventory, the following optional services may be required on this site: movers will have to dismantle, pack and move various sets of furniture and items from the warehouse to the various addresses provided. The list of exact quantities will be provided in advance when requesting optional services. All work must be carried out during office hours.

## **5. Tasks for the 3rd floor, LEL East: L'Esplanade Laurier, 140 R. O'Connor Street.**

### **3rd floor: Reconfiguration of 5 closed offices and 30 workstations by adding furniture from other addresses.**

A team of installers will be needed to dismantle the surplus furniture from 5 enclosed offices located on the 3rd floor, as well as to remove a work surface in 30 workstations. Furniture must be packaged and transported in batches to different warehouses in the NCR.

Please note that a period of time for cleaning may be required, to be carried out by a third party, after the removal of the furniture and before the installation of the new furniture. The schedule will be confirmed by the project officer.

A team of installers will be needed to move and install furniture and items from other addresses in order to reconfigure 5 enclosed offices according to the annex plan, and replace the fixed table with an height-adjustable table in 30 workstations.

Please refer to the installation plans and inventory below showing the exact quantities. All work must be carried out during office hours.

[LEL East REFIT 3RD FLOOR - SOW.pdf](#)

### **5. 1 Optional services for the 3rd floor, LEL East: L'Esplanade Laurier, 140 R. O'Connor Street.**

The following optional services may be required on this site: In addition to replacing work surfaces with an height-adjustable table described in point 5, dismantle and send surplus furniture to the warehouse and partially reconfigure cubicles by installing furniture from other addresses. Computer monitors will be unplugged and wiring will be removed.

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

## **6. Tasks for the 5th floor, LEL East: L'Esplanade Laurier, 140 R. O'Connor Street.**

### **5th floor: Reconfiguration of 10 closed offices and 40 workstations by adding furniture from other addresses.**

A team of installers will be needed to dismantle the surplus furniture from 10 closed offices located on the 5<sup>th</sup> floor as well as remove a work surface in 40 workstations. Furniture must be packaged and transported in batches to different warehouses in the NCR.

Please note that a period of time for cleaning may be required, to be carried out by a third party, after the removal of the furniture and before the installation of the new furniture. The schedule will be confirmed by the project officer.

A team of installers will be required to move and install furniture and items from other addresses in order to reconfigure 10 closed offices according to the annex plan, and replace the table with an height-adjustable table in 40 workstations.

Please refer to the installation plans and inventory below showing the exact quantities. All work must be carried out during office hours.

[LEL EAST REFIT LEL 5TH FLOOR- SOW.pdf](#)

### **6.1 Optional services for the 5th floor, LEL East: L'Esplanade Laurier, 140 R. O'Connor Street.**

The following optional services may be required on this site: In addition to replacing work surfaces with an height-adjustable table described in point 6, disassemble and send surplus furniture to the warehouse + partially reconfigure cubicles by installing furniture from other addresses. Computer monitors will be unplugged and wiring will be removed.

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

## **7. Tasks for the 3rd floor, Enterprise building - 427 Laurier Ave W, Ottawa.**

### **3rd floor: Reconfiguration of a closed office and 44 workstations by adding furniture from other addresses.**

A team of installers will be needed to dismantle the surplus furniture from a closed office located on the 3rd floor, as well as remove a work surface in 44 workstations. Furniture must be packaged and transported in batches to different warehouses in the NCR.

Please note that a delay for cleaning may be required after the removal of the furniture and before the installation of the new furniture. The schedule will be confirmed by the project officer.

A team of installers will be required to move and install furniture and items from other addresses in order to reconfigure a closed office according to the annex plan, and to replace the table with an electric table in 44 workstations.

Please refer to the installation plans and inventory below showing the exact quantities. All work must be carried out during office hours.

[427 LAURIER REFIT - SOW.pdf](#)

### **7.1 Optional services for the 3rd floor, Enterprise building - 427 Laurier Ave W, Ottawa.**

The following optional services may be required on this site: Partially or completely uninstall existing workstations, send surplus furniture to the warehouse and install new height-adjustable table. Some pieces of furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed

could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

## **8. Optional services for the 18th floor, Minto Place 180 Kent Street, Ottawa.**

The following optional services may be required at this site: Partially reconfigure existing workstations with freestanding furniture by removing a work surface to install new height-adjustable tables and move cabinets on the floor inside the suite. Some pieces of furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

## **9. Tasks for the 6th floor (6A2), PDP 3, 11 Laurier Street, Gatineau**

### **6th floor: Partial reconfiguration of 55 workstations by removing storage furniture and adding furniture from other addresses to some stations.**

A team of installers will be required to move and install furniture and items from other addresses in order to reconfigure 5 workstations according to the annexed plan.

Please refer to the installation plan for the exact quantities. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder. All work must be carried out during office hours.

[PDP3-6A2 - SOW PLANS.pdf](#)

### **9.1 Optional services for the 6th floor (6A2), PDP 3, 11 Laurier Street, Gatineau<sup>1</sup>**

The following optional services may be required on this site: Modify 25 workstations to add height-adjustable tables. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

#### **9.1.1 Optional services for the 6th floor (6A2), PDP 3, 11 Laurier Street, Gatineau<sup>2</sup>**

The following optional services may be required on this site: Uninstall 6 existing workstations to install 20 new "hoteling" stations with an height-adjustable table. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

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<sup>1</sup> Please note that only one of the three optional services 9.1, 9.1.1 or 9.1.2 will be chosen.

<sup>2</sup> Please note that only one of the three optional services 9.1, 9.1.1 or 9.1.2 will be chosen.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable table, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

### **9.1.2 Optional services for the 6th floor (6A2), PDP 3, 11 Laurier Street, Gatineau<sup>3</sup>**

The following optional services may be required on this site: Uninstall 14 existing workstations to install 20 new "hoteling" stations with an height-adjustable table. As well as moving cabinets from workstations upstairs. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

[PDP3-6A2 - SOW OPTIONS.pdf](#)

## **10. Tasks for the 7th floor (7A1), PDP 3, 11 Laurier Street, Gatineau**

### **7th floor: Partial reconfiguration of 62 workstations by removing storage furniture and adding furniture from other addresses to some stations.**

A team of installers will be required to remove, move and install furniture and items from other addresses in order to reconfigure 2 workstations according to the annexed plan.

Please refer to the installation plan for the exact quantities. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder. All work must be carried out during office hours.

 [PDP3 - 7A1 - SOW PLANS.pdf](#)

### **10.1 Optional services for the 7th floor (7A1), PDP 3, 11 Laurier Street, Gatineau<sup>4</sup>**

The following optional services may be required on this site: Modify 22 workstations to add height-adjustable tables. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage

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<sup>3</sup> Please note that only one of the three optional services 9.1, 9.1.1 or 9.1.2 will be chosen.

<sup>4</sup> Please note that only one of the three services optional 10.1, 10.1.1 or 10.1.2 will be chosen.

cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

### **10.1.1 Optional services for the 7th floor (7A1), PDP 3, 11 Laurier Street, Gatineau<sup>5</sup>**

The following optional services may be required on this site: Uninstall 16 existing workstations to install 40 new "hoteling" stations with an height-adjustable table. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

### **10.1.2 Optional services for the 7th floor (7A1), PDP 3, 11 Laurier Street, Gatineau<sup>6</sup>**

The following optional services may be required on this site: Uninstall 24 existing workstations to install 40 new "hoteling" stations with an height-adjustable table. As well as moving cabinets from workstations upstairs. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

 [PDP3 - 7A1 - SOW OPTIONS.pdf](#)

## **11. Tasks for the 7th floor (7A2), PDP 3, 11 Laurier Street, Gatineau**

### **7th floor: Dismantling of a mobile storage system and partial re-configuration of 14 workstations by removing storage furniture and adding furniture from other addresses to some stations.**

A team of installers will be needed to move and install furniture and items from other addresses in order to furnish 3 collaboration stations according to the plan in the annex. The dismantling of a mechanical powered Mobilex style storage system will also be necessary, it will be sent to the surplus.

Please refer to the installation plans. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder. All work must be carried out during office hours.

 [PDP3 - 7A2 - SOW PLANS.pdf](#)

### **11.1 Optional services for the 7th floor (7A2), PDP 3, 11 Laurier Street, Gatineau<sup>7</sup>**

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<sup>5</sup> Please note that only one of the three services optional 10.1, 10.1.1 or 10.1.2 will be chosen.

<sup>6</sup> Please note that only one of the three services optional 10.1, 10.1.1 or 10.1.2 will be chosen.

The following optional services may be required on this site: Modify 7 workstations to add height-adjustable tables. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

#### **11.1.1 Optional services for the 7th floor (7A2), PDP 3, 11 Laurier Street, Gatineau<sup>8</sup>**

The following optional services may be required on this site: Uninstall 5 existing workstations to install 16 new "hoteling" stations with an height-adjustable table. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

#### **11.1.2 Optional services for the 7th floor (7A2), PDP 3, 11 Laurier Street, Gatineau<sup>9</sup>**

The following optional services may be required on this site: Uninstall 11 existing workstations to install 16 new hoteling stations with an height-adjustable table. As well as moving cabinets from workstations upstairs. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

[PDP3 - 7A2 - SOW OPTIONS.pdf](#)

## **12. Tasks for the 10th floor (10A1), PDP 3, 11 Laurier Street, Gatineau**

### **10th floor: Partial reconfiguration of 38 workstations by removing storage furniture and adding furniture from other addresses to some stations.**

A team of installers will be required to move and install furniture and items from other addresses in order to reconfigure 5 workstations according to the annexed plan.

Please refer to the installation plans showing the exact quantities. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder. The work will potentially

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<sup>7</sup> Please note that only one of the three services optional 11.1, 11.1.1 or 11.1.2 will be chosen.

<sup>8</sup> Please note that only one of the three services optional 11.1, 11.1.1 or 11.1.2 will be chosen.

<sup>9</sup> Please note that only one of the three services optional 11.1, 11.1.1 or 11.1.2 will be chosen.



have to be done after hours. Hours of work will be confirmed before the contract is awarded. All work must be carried out during office hours.

 [PDP3- 10th floor- SOW PLANS.pdf](#)

### **12.1 Optional services for the 10th floor (10A1), PDP 3, 11 Laurier Street, Gatineau<sup>10</sup>**

The following optional services may be required on this site: Modify 16 workstations to add height-adjustable tables. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

Attached is a plan of optional services. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

#### **12.1.1 Optional services for the 10th floor (10A1), PDP 3, 11 Rue Laurier, Gatineau<sup>11</sup>**

The following optional services may be required on this site: Uninstall 13 existing workstations to install 28 new hoteling stations with an height-adjustable table. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

#### **12.1.2 Optional services for the 10th floor (10A1), PDP 3, 1<sup>12</sup> Rue Laurier, Gatineau**

The following optional services may be required on this site: Uninstall 15 existing workstations to install 28 new "hoteling" stations with an height-adjustable table. As well as moving cabinets from workstations upstairs. Some items of the furniture will come from other addresses. The computer screens will be unplugged and the wiring will be removed beforehand. All furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder.

In the appendix is a plan of optional services as well as a drawing of a typical new workstation. The list of exact quantities, as well as the installation plan will be provided in advance when requesting optional services. The list of furniture to be moved or installed could include, for example: panels, height-adjustable tables, chairs, computer screens, moving storage cabinets in each station to another floor, whiteboards, miscellaneous items, etc. All work must be carried out during office hours.

 [PDP3- 10th floor - SOW OPTIONS.pdf](#)

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<sup>10</sup> Please note that only one of the three services optional 12.1, 12.1.1 or 12.1.2 will be chosen.

<sup>11</sup> Please note that only one of the three services optional 12.1, 12.1.1 or 12.1.2 will be chosen.

<sup>12</sup> Please note that only one of the three services optional 12.1, 12.1.1 or 12.1.2 will be chosen.

### 13. Tasks for the 11th floor (11A2-202), PDP 3, 11 Rue Laurier, Gatineau

#### **11th floor: Reconfiguration of Suite 202 by removing furniture and panels and installing furniture from other addresses.**

A team of installers will be required to move and install furniture and items from other addresses in order to reconfigure the workspace according to the annexed plan. This includes the installation of panels, height-adjustable tables, lockers and collaboration furniture.

Please refer to the installation plans showing the exact quantities. The furniture that will be dismantled will have to be sent to the warehouse in the basement of PDP3 for the remainder. All work must be carried out during office hours.

 [PDP3-11th Floor - Furniture plans.pdf](#)

**ANNEX A-2  
ACCESS TO THE SITES**

Sites	Loading dock available on site	Lifting platform at the loading dock	Truck dimensions accepted on site	Parking available on site	Service elevator available on site	Elevator will be reserved	Dimensions of exterior doors	Ramp required for movers	Opening hours	Specific access to the site. ( e.g. provide the list of people)
Centre Asticou, 241 Bd de la Cité-des-Jeunes, Gatineau	Yes	No		Yes (P4)	Yes	Yes	N/A	Yes		-Provide the list of people for security need
Vanguard, 171 Slater St., Ottawa,	No	No		No	No: only passenger elevator. Door dimensions : 40" x 84"	No	Front doors (lobby): Regular double doors	Yes		Access via Slater Street. Owner must be notified of the time of a delivery.
Tunney's pasture, 161 Prom. Goldenrod, Ottawa	Yes	Yes	53 ft long		Yes				7am to 6pm	Notice 48hrs before delivery
Sacré-Cœur, 45 Bd Sacré-Cœur, Gatineau										<b>*Information to be confirmed</b>
LEL East, 140 O'Connor Street, Ottawa	Yes, at 151 Gloucester	Yes	30 ft long 13 ft high						7am to 6pm	Notice 48hrs before delivery
Enterprise building, 427 Laurier, Ottawa										<b>*Information to be confirmed</b>
Place Minto, 180 Rue Kent, Ottawa										Same conditions as 427 Laurier, Ott.
PDP 3, 11 Rue Laurier, Gatineau	Yes	42'	Yes	Yes	Yes, there is an accessible	No	13 ft high	Yes, the maximum weight	7am to 4pm	Notice 48 hours before delivery

Solicitation No. - N° de l'invitation  
E60LM-160030/B  
Client Ref. No. - N° de réf. du client  
E60LM-160030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Im001E60LM-160030

Buyer ID - Id de l'acheteur  
Im001  
CCC No./N° CCC - FMS No./N° VME

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					elevator for each of the towers			capacity is 4000 lbs		
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**ANNEX "E-2"**

**BASIS OF PAYMENT**

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

Using the above rates, indicate the cost per project, including options:

<b>Project #</b>	<b>Project Name</b>	<b>Total (before taxes)</b>
1	Asticou	
1.1	Option Asticou	
2	Vanguard	
3	Option Tunney's pasture	
4	Option Sacré-Coeur	
5	LEL East (3)	
5.1	Option LEL East (3)	
6	LEL East (5)	
6.1	Option LEL East (5)	
7	Enterprise Building	
7.1	Option Enterprise Building	
8	Option Place Minto	
9	PDP 3 – (6)	
9.1	Option PDP 3 (6)	
9.1.1	Option PDP 3 (6)	
9.1.2	Option PDP 3 (6)	
10	PDP 3 – (7A1)	
10.1	Option PDP 3 (7A1)	
10.1.1	Option PDP 3 (7A1)	
10.1.2	Option PDP 3 (7A1)	
11	PDP 3 - (7A2)	
11.1	Option PDP 3 (7A2)	
11.1.1	Option PDP 3 (7A1)	
11.1.2	Option PDP 3 (7A1)	
12	PDP 3 - (10A1)	
12.1	Option PDP 3 (10A1)	
12.1.1	Option PDP 3 (10A1)	
12.1.2	Option PDP 3 (10A1)	
13	PDP 3 - (11A2)	
<b>Estimated total (before taxes)*</b>		

\*for evaluation purposes only

**ANNEX "E-3"**

**SECURITY REQUIREMENT CHECK LIST**

COMMON-PS-SRCL#2



Contract Number / Numéro du contrat 10074726
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#2



Contract Number / Numéro du contrat 10074726
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : \_\_\_\_\_

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel : \_\_\_\_\_

Document Number / Numéro du document : \_\_\_\_\_

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 10074726
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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RECAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC							
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	
						TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	COMSEC TOP SECRET TRES SECRET	TRES SECRET							
Information / Assets Managements / Biens Production																	
IT Media / Support IT																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

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## ANNEX "E-4"

### CERTIFICATIONS

#### 1. Experience

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

\_\_\_\_\_  
Signature of authorized Representative

\_\_\_\_\_  
Date

#### 2. Status and Availability of Resources

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

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

\_\_\_\_\_  
Signature of authorized Representative

\_\_\_\_\_  
Date

#### 3 Canadian Content Certification

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

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

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

**Canadian Content Certification**

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

The Bidder certifies that:

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

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## ANNEX "E-5"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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

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

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

### **All Risk Property Insurance**

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

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

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

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

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

### **Warehouseman's Legal Liability Insurance**

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

### **All Risk in Transit Insurance**

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

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

### **Automobile Liability Insurance**

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

### **Additional Insurance**

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