

STATEMENT OF WORK

1. TITLE

Unassigned Workstation installation – CMC Ground floor

2. OBJECTIVE

Put in place a contract for the purchase of furniture and fixtures for non-assigned workstations on the first floor of the Canadian Meteorological Centre (CMC) for ECCC (Environment and Climate Change Canada).

3. REQUIREMENTS

The supplier must provide the goods described below. Furniture and accessories must be delivered and installed between December 01, 2022 and February 28, 2023.

Products must be part of SA# E60PQ-140003 and comply with all terms and conditions of the SA.

3.1 Tasks

The supplier shall deliver and install all items described in section 3.3 of this document.

Existing furniture shall be removed in advance by the client.

Products must be installed no later than February 28, 2023.

All deliveries and installations must be completed after 4:00 p.m., or on Saturdays and Sundays.

Delivery/installation dates must be confirmed at least 5 business days prior to the scheduled date.

Any deficiencies will be identified by the project manager and the supplier will be notified within 5 business days. Deficiencies shall be corrected by the supplier within a maximum of 60 days.

3.2 Contractor qualification requirements and responsibilities

It is the responsibility of the supplier to have qualified installers to install the products.

The supplier must estimate the number of personnel required to complete the installation within the time frame requested and ensure that sufficient resources are available for the work to be performed.

In accordance with Part II of the Canada Labour Code, all installers must wear the protective equipment (e.g., steel-toed boots) required for their work or needed based on the requirements of the site where the work is carried out. All of the protective equipment for the movers/installers must be provided by the supplier.

The contractor must assume responsibility for any accident or damage caused by its staff and/or equipment to government property or to any individual on site. The contractor must repair the damages at its own cost to the satisfaction of the departmental representative.

The contractor must assume responsibility for the safety of its staff and occupational health and safety responsibility for the work that the contractor is performing.

The contractor must assume full liability for the security of its equipment and material at all times. ECCC cannot be held responsible for any vandalism, theft, or loss.

The contractor must assume responsibility for adhering to instructions provided by the departmental representative.

The contractor must respect all of the federal government's COVID-19 protective measures (masking, handwashing, distancing, proof of vaccination).

Failure to comply with the existing measures will result in the contractor being unable to access the building or having to leave the premises.

The contractor's employees and subcontractors must adhere to all emergency, fire safety, and security regulations in the buildings. They must not block any fire exit corridor, exit door, elevator, lobby, or hallway with any materials.

The contractor must provide transportation to and from the work sites for its staff, as well as tools, equipment, and all related equipment and supplies necessary for performance of work under the resulting contract, without additional cost for transport.

The contractor's employees must display the contractor's name or logo on their outer garment(s) for identification purposes.

The contractor must provide all the resources, instruments, tools, equipment, materials, and lifting equipment necessary to perform all tasks properly, efficiently, and safely, at no additional cost.

The contractor must keep the work site tidy and free of accumulated trash and debris. Volatile waste must be placed in covered metal containers, and these must be emptied daily. The waste associated with the work must be emptied off federal property, respecting all federal, provincial and municipal environmental protection regulations.

All packaging material must be returned and recycled by the supplier.

The contractor must provide the contact information of a crew supervisor/project lead so that they can be reached at any time by phone or email during the installation.

The contractor's employees must provide valid photo identification for sign-in at the security desk.

3.4 Departmental support

No tools will be provided to the supplier. The supplier must ensure that the installers all have the required tools. Electrical and network outlets will be installed beforehand.

3.5 Work sites

CMC Dorval, 2121 Route Transcanadienne, Dorval

The building does not have a freight elevator. Access is through the main entrance on the first floor (double door).

We have 2 conventional elevators with a maximum capacity of 1135kg/lift.

Elevator doors: 3½ by 7 feet

Smoking or vaping is prohibited within 9 meters of the building doors.

3.6 Travel

Not applicable. All travel and parking expenses must be paid by the supplier.

3.7 Access the work site

The supplier must provide the list of technicians assigned to the delivery and installation work at least 72 hours in advance. A valid photo ID is required for check-in at the work site access control post.

All visitors will be escorted at all times by an Environment and Climate Change Canada employee or commissionaire.

4. INTELLECTUAL PROPERTY

The fit-up plans are the property of ECCC. The supplier may not share or use these plans without the prior authorization of the departmental representative.



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5. WORK SCHEDULES

Start Date: December 1st, 2022

End Date: February 28th, 2023