



Return Bids to:

Retourner Les Soumissions à:

Natural Resources Canada

Bid Receiving Natural Resources Canada
See herein for bid submission instructions

**Request for Proposal (RFP)
Demande de proposition (DDP)**

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

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

Comments – Commentaires

Issuing Office – Bureau de distribution

**Finance and Procurement Management Branch
Natural Resources Canada**
580 Booth Street
Ottawa, Ontario K1A 0E4

Title – Sujet Relocation and Installation Services for Natural Resources Canada (NRCan) within the National Capital Region (NCR)	
Solicitation No. – No de l’invitation NRCan-5000070118	Date December 19, 2022
Requisition Reference No. - N° de la demande 174778	
Solicitation Closes – L’invitation prend fin at – à 02:00 PM (Eastern Standard Time (EST)) on – le 19 January, 2023	
Address Enquiries to: - Adresse toutes questions à: andrea.berthelet@nrca-nrcan.gc.ca	
Telephone No. – No de telephone 343-543-7092	
Destination – of Goods and Services: Destination – des biens et services: Natural Resources Canada Ottawa, Ontario	
Security – Sécurité There are security requirements associated with this requirement	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Telephone No.:- No. de téléphone:	
Email – Courriel :	
Name and Title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature _____	Date _____



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	5
1.1 INTRODUCTION	5
1.2 SUMMARY	5
1.3 DEBRIEFINGS.....	6
PART 2 - BIDDER INSTRUCTIONS	7
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	7
2.2 SUBMISSION OF BIDS.....	7
2.3 FORMER PUBLIC SERVANT.....	8
2.4 ENQUIRIES - BID SOLICITATION.....	9
2.5 APPLICABLE LAWS	9
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	9
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	10
PART 3 - BID PREPARATION INSTRUCTIONS	11
3.1 BID PREPARATION INSTRUCTIONS	11
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	13
4.1 EVALUATION PROCEDURES.....	13
4.2 BASIS OF SELECTION.....	13
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	14
5.1 CERTIFICATIONS REQUIRED WITH THE BID	14
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	14
ATTACHMENT 1 TO PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION	17
PART 6 – SECURITY AND INSURANCE REQUIREMENTS	18
6.1 SECURITY REQUIREMENTS.....	18
6.2 INSURANCE.....	18
PART 7 - RESULTING CONTRACT CLAUSES.....	19
7.1 STATEMENT OF WORK.....	19
7.2 STANDARD CLAUSES AND CONDITIONS	21
7.3 SECURITY REQUIREMENTS.....	22
7.4 TERM OF CONTRACT.....	22
7.5 AUTHORITIES.....	23
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	23
7.7 PAYMENT	24
7.8 INVOICING INSTRUCTIONS	25
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	25
7.10 APPLICABLE LAWS.....	25
7.11 PRIORITY OF DOCUMENTS.....	25
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR)	26
7.13 INSURANCE – SPECIFIC REQUIREMENTS.....	26
7.14 DISPUTE RESOLUTION	26



ANNEX “A” - STATEMENT OF WORK.....	27
ANNEX “B” - BASIS OF PAYMENT (<i>TO BE COMPLETED AT CONTRACT AWARD</i>)	31
ANNEX “C” - SECURITY REQUIREMENTS CHECK LIST	32
ANNEX “D” - INSURANCE REQUIREMENTS.....	35
APPENDIX A TO ANNEX “A” – RESOURCE ASSESSMENT CRITERIA AND RESPONSE TABLE	38
APPENDIX B TO ANNEX “A” – TASKING ASSESSMENT PROCEDURE	39
APPENDIX C TO ANNEX “A” – CERTIFICATIONS AT TA STAGE	41
APPENDIX D TO ANNEX A – SAMPLE TASK AUTHORIZATION FORM.....	42
APPENDIX 1 - EVALUATION CRITERIA	44
APPENDIX 2 - FINANCIAL PROPOSAL FORM	46



The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP.

Suppliers submitting a proposal containing statements implying that their proposal 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.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Annex A - Statement of Work,

Annex B - Basis of Payment,

Annex C - Security Requirements Checklist,

Annex D - the Insurance Requirements,

The Appendices include:

Appendix A to Annex A – Resource Assessment Criteria and Response Table

Appendix B to Annex A – Tasking Assessment Procedure

Appendix C to Annex A – Certifications at TA Stage

Appendix D to Annex A – Sample Task Authorization Form

The Appendices

Appendix 1 – Evaluation Criteria

Appendix 2 – Financial Proposal Form

1.2 Summary

1.2.1 By means of the RFP, Natural Resources Canada (NRCan) is seeking proposals from bidders for....

Providing relocation and installation services for Natural Resources Canada (NRCan), on an “as and when requested” basis for various buildings occupied by NRCan employees in the National Capital Region.

The main locations are Booth Street Complex, Bells Corners Complex, Anderson Road Complex, Observatory Crescent, 350 Albert Street, 2464 Sheffield Road and 3484 Limebank Road.

The contract is for a one (1) year period, with the option to extend by three (3) option years.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more



information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

- 1.2.3 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses.”
- 1.2.4 This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA, the Canada-Chile Free Trade Agreement (CCFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Columbia Free Trade Agreement (CCoFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), the Canada-Panama Free Trade Agreement (CPaFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada- Ukraine Free Trade Agreement (CUFTA), the Canada-United Kingdom Trade Agreement (Canada-UKTA) and the World Trade Organization Agreement on Government Procurement (WTO-AGP)”.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2022-3-29 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- **In the complete text content (except Section 1 and 3) Delete:** Public Works and Government Services Canada” and **Insert:** “Natural Resources Canada.” **Delete:** “PWGSC” and **Insert:** “NRCAN”
- **Section 2: Delete:** “Suppliers are required to” and **Insert:** “It is suggested that suppliers”
- **Subsection 1 of Section 8:**
Delete entirely
- **Subsection 2 of Section 8:**
Delete: : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsdc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsdc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation. : The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsdc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsdc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.
Insert: The only acceptable email address to use with CPC Connect for responses to bid solicitation issued by NRCAN is: <mailto:procurement-appvisionnement@NRCAN-RNCan.gc.ca>
- **Subsection 2b of Section 8:**
Delete: “six business days”
Insert: “five business days”
- **Under Subsection 2 of Section 20:** Delete in its entirety

Subsection 5.4 of [2003](#) 2022-3-29 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bidders must submit all proposals using the Canada Post Canada (CPC) Connect service. Given the current constraints on NRCAN’s networks, the electronic mail system has a limit of 1GB per single message received and a limit of 20GB per conversation.

Bids must be submitted no later than the date and time indicated on page 1 of the bid solicitation.

Only bids submitted using CPC Connect service will be accepted.

At least five (5) business days before the bid solicitation closing date, it is necessary for the Bidder to send an email requesting to open CPC Connect conversation to the following address:

procurement-appvisionnement@NRCAN-RNCan.gc.ca



Note: Bids will not be accepted if e-mailed directly to this address. This e-mail address is to be used to open CPC Connect conversation, as detailed in the Standard Instructions [2003 \(Subsection of Section 08\)](#), or to send bids through CPC Connect message if the bidder is using its own licensing agreement for CPC Connect.

IMPORTANT: It is requested that you write the bid solicitation number in "Subject" of the email:

NRCan-5000070118 - Relocation and Installation Services for NRCan within the NCR

NRCan will not assume responsibility for proposals directed to any other location.

The onus is on the Bidder to ensure that the bid is submitted correctly using CPC Connect service. Not complying with the instructions may result in NRCan's inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension



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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the



reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically and in accordance with section 08 of [2003](#) (2022-03-29), standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

- Section I: Technical Bid (1 PDF File)
- Section II: Financial Bid (1 PDF File) in a separate file and document
- Section III: Certifications (1 PDF File) in a separate file and document
- Section IV: Additional Information (1 PDF File) in a separate file and document

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal Form, Appendix 2. The total amount of Applicable Taxes must be shown separately.

Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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



Section IV: Additional Information

The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security and Insurance Requirements.

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D, as indicated in Part 6 – Security and Insurance Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory evaluation criteria are included in Appendix 1 – Evaluation Criteria.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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 evaluated price will be recommended for award of a contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.

Name of Bidder: _____

OR

Name of each member of the joint venture:



Member 1: _____
 Member 2: _____
 Member 3: _____
 Member 4: _____

Identification of the administrators/owners:

SURNAME	NAME	TITLE

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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



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

Signature _____

Date_____



ATTACHMENT 1 TO PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

Signature _____

Date _____



PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance

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

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



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex " A " of 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.

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

- a) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendix B to Annex A.
- b) **Form and Content of draft Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix D of Annex "A" Task Authorization Form.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (C) the categories of resources and the number required;
 - (D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (E) the start and completion dates;
 - (F) any option(s) to extend initial end date (if applicable);
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) whether the work requires on-site activities and the location;
 - (J) the language profile of the resources required;
 - (K) the level of security clearance required of resources;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the



amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(M) any other constraints that might affect the completion of the task.

- c). **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within two (2) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with Annex 'B' - Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

7.1.2.2 Task Authorization Limit

- a) To be validly issued, a TA must include the following signatures:

For any TA regardless of the value the TA must be signed by the

- (A) The Technical Authority;
- (B) The Contracting Authority, and
- (C) The contractor

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

- (a) In this clause,
- (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and
 - (ii) "**Minimum Contract Value**" means **5%** (excluding Applicable Taxes).
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award



7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract.
- (ii) The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.
- (iii) The data must be submitted on a quarterly basis to the Contracting Authority.
- (iv) The quarterly periods are defined as follows:
 - 1st quarter: April 1 to June 30;
 - 2nd quarter: July 1 to September 30;
 - 3rd quarter: October 1 to December 31; and
 - 4th quarter: January 1 to March 31.The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement Details:

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For Each Authorized Task:

- (i) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (ii) a title or a brief description of each authorized task;
- (iii) the name and resource category of each resource involved in performing the TA, as applicable;
- (iv) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (v) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (vi) the start and completion date for each authorized task; and
- (vii) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

For All Authorized Tasks:

- (i) Each report must also contain the following cumulative information for all the validly issued TA's (as amended) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (ii) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

7.2 Standard Clauses and Conditions

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



7.2.1 General Conditions

2010B (2022-01-28), General Conditions - Medium Complexity – Professional Services, apply to and form part of the Contract. [If applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan)]

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 174778

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract award to January 31, 2024 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **three (3)** additional **one (1)** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract is not subject to any Comprehensive Land Claims Agreements.



7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : **Andrea Berthelet**
Title : Procurement Specialist
Organization : Natural Resources Canada
Address : 580 Booth Street, Ottawa, ON K1A 0E4
Telephone : 343-543-7092
E-mail address : andrea.berthelet@NRCan-RNCan.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.

7.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail address: _____

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

7.5.3 Contractor's Representative *(to be provided at contract award)*

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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



7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment, Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization (TA). Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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.

7.7.4 Time Verification

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



7.8 Invoicing Instructions

Invoices shall be submitted using **the following method:**

E-mail:

Invoicing-Facturation@nrcan-rncan.gc.ca

Note: Attach "PDF" file. No other formats will be accepted

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the Contract number: _____

Invoicing Instructions to suppliers: <http://www.nrcan.gc.ca/procurement/3485>

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*to be inserted at contract award*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2022-01-28), General Conditions - Medium Complexity – Professional Services;
- (c) Annex A, Statement of Work, (Including Appendices to Annex A – A, B, C, and D);
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirement;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (*to be inserted at contract award*).



7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

7.14 Dispute Resolution

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

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



ANNEX “A” - STATEMENT OF WORK

SW1 Title

Relocation and Installation Services for Natural Resources Canada (NRCan) within the National Capital Region (NCR)

SW2 Requirement

To provide relocation and installation services as described below on an “as and when requested” basis for various buildings occupied by NRCan employees in the National Capital Region.

The main locations are Booth Street Complex, Bells Corners Complex, Anderson Road Complex, Observatory Crescent, 350 Albert Street, 2464 Sheffield Road and 3484 Limebank Road.

SW3 Background

The NRCan currently accommodates approximately 3,200 employees in 15 locations across the NCR.

NRCan is committed to responding to health and safety issues that arise in the workplace and may require an immediate response to move, relocate and/or install office related furniture and equipment (i.e., adaptive equipment and ergonomic furniture). In order to meet Agency objectives in responding to all acts, regulations, programs, policies and national building codes relating to departmental obligations to accommodate employees, NRCan **must** ensure that readily available moving and furniture/equipment installation services are effectively in place to address the on-going accommodation needs of NRCan clientele in the NCR.

SW4 Project Requirements

SW4.1 Relocation/Moving/ Warehousing Services

- 4.1.1. Relocation services related to small facilities requests, Ergonomic requests, Health and Safety requests, the relocation of files/documents for the purpose of Shredding etc.;
- 4.1.2. Disconnection, packing, relocation and re-connection of computers hardware and peripherals and printers, other IT equipment, office equipment, shredder machines, Multi-functional devices (photocopiers), fax machines, label makers/printers, cerlox machines, laminate machines etc.;
- 4.1.3. The relocation of various office accessories includes but are not limited to, overhead shelving, systems panel hung accessories, bookcases, whiteboards, coat racks etc.;
- 4.1.4. The relocation of furniture and equipment, which includes but not limited to full office suites, office furniture, workstation systems, office screens/panels and desks, free-standing, systems and non-systems furniture, chairs, tables, filing cabinets, storage cabinets, pedestals, storage towers, boardroom furniture, file and record storage systems and units etc.;
- 4.1.5. Relocation of kitchen equipment and other workplace items such as fridges, microwaves, toasters, kettles etc.
- 4.1.6. Provide warehouse services by cubic foot.

SW4.2 Installation Services

- 4.2.1. Rebuild workstations as per specifications;
- 4.2.2. Install separation panels.
- 4.2.3. Adjust desks heights and keyboard trays to comply with health and safety ergonomic recommendations;
- 4.2.4. Install or remove keyboard trays;
- 4.2.5. Hang/mount pictures, posters, display boards, whiteboards, and t.v.'s that do not require wall reinforcement.
- 4.2.6. Drill grommet holes in desks for computer and other wires.
- 4.2.7. Secure shelving to walls as required for support and safety.
- 4.2.8. Assemble small and medium size supplies and equipment, including but not limited to Ikea furniture, chairs



SW4.3 Tasks

Tasks may include any or all of the following, based on the type, size and complexity of service that is required per project:

- 4.3.1 Relocate furniture/equipment, office accessories and boxed items from one location to another within the same building;
- 4.3.2 Relocate furniture/equipment, office accessories and boxed items from one building to another;
- 4.3.3 Dismantle and reassemble furniture/equipment and office accessories;
- 4.3.4 Pick-up and deliver office furniture/equipment from location indicated to the Contractor to NRCan client locations in the NCR. As required, the Contractor **must** deliver from the contractor's warehouse to client work sites.
- 4.3.5 Provide post move services such as removal of empty moving boxes/bins and debris at the completion of a move or installation;
- 4.3.6 Provide all warehouse handling, including loading and unloading from trucks at warehouse dock;
- 4.3.7 Sort all goods by type, with the same type of goods on a skid, and shrink wrapped;
- 4.3.8 Deliver bins, boxes and other moving supplies with move schedule to site one (1) week prior to the move;
- 4.3.9 Must remove all emptied bins, boxes and left over moving supplies from site and provide the next move schedule **within one (1) week after a move**;
- 4.3.10 Disconnect, pack and prepare to transport (dolly-up) and move to new location;
- 4.3.11 Disconnect all PC's, monitors and all peripherals including LAN cables, etc. associated with the move. All items **must** be padded, packed and protected and loaded onto computer carts and moved to new location;
- 4.3.12 Relocate all labelled packed boxes and plastic moving bins;
- 4.3.13 Relocate all labelled furniture pieces, filing cabinets, safes and seating that are being removed from the building;
- 4.3.14 Secure load and transport to destination under the direction of the client representative; and
- 4.3.15 While onsite, the Contractor **must** utilize loading dock facilities to transport items into building and to the designated floor as directed by the client representative. All furniture and packed items **must** be placed in such a manner that does not impede access to workstations and/or corridor areas. All furniture **must** be assembled/built and installed as directed by client representative.

SW4.4 Response and Turnaround Times

The contractor must:

- 4.4.1 Provide moving services related to the timelines indicated on specific TAs.
- 4.1.2 Provide moving services related to the timelines, for the broad TAs, as indicated in the weekly instructions (schedule) sent to the contractor every Thursday.
- 4.1.3 Provide moving services related to the Minister Office, or the Deputy Minister Office and **within twenty-four (24) hours**, or as requested.
- 4.4.4 If not able to provide the services requested within the timeline requested, NRCan reserves the right to reach out to alternate suppliers

SW5.0 Contractor's Employee Identification and Appearance

Crew Supervisor **must** display the Contractor's name or logo on their outer garment(s) for identification purposes. The personnel **must** 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 **must** have client orientation and interpersonal skills. They **must** be able to work well with others, to dress properly for work, possess good communication skills, and be reliable. Since the work to be performed is considered a front-line function, all persons performing the tasks **must** wear clothes appropriate for the environment as well as have personal suitability.

Personnel **must** be neat in appearance in accordance with the Canada Occupational Safety and Health Regulations. The dress code will be casual clean, safety steel toe work boots having green tag label **must** be worn at all times during work hours.



SW6.0 Equipment, Resources and Tool Kits

6.1 The Contractor **must** provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at no additional cost to the Client.

6.2 Example of what could be required:

- 6.2.1 boxes and/or plastic moving bins in sufficient numbers to cover each move (at least 5 per employee);
- 6.2.2 facsimile machine(s) capable of sending and receiving facsimile messages;
- 6.2.3 four (4) wheel padded dollies;
- 6.2.4 heavy duty lift (for safes and secure cabinets);
- 6.2.5 screen carts;
- 6.2.6 electronic/computer carts;
- 6.2.7 floor protection sheets (i.e. aspenite or equivalent); corner protectors;
- 6.2.8 shrink wrap;
- 6.2.9 dollies; and
- 6.2.10 blankets/furniture pads.

6.3 Example of a suitable installer tool kit:

- 6.3.1 Robertson screwdrivers, sizes #6 and #8;
- 6.3.2 Philips screwdrivers, sizes #5 and #8;
- 6.3.3 two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- 6.3.4 long needle nose pliers;
- 6.3.5 vice grips;
- 6.3.6 side cutters;
- 6.3.8 metric and imperial wrenches (complete sets);
- 6.3.9 rubber and Ball-peen hammers;
- 6.3.10 cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged and bit, including cement bits;
- 6.3.11 batteries;
- 6.3.12 metric and Imperial Allen keys (complete sets); and
- 6.3.13 100-foot measuring tape.

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

SW7.0 Vehicles

- 7.1 The Contractor **must** provide up to two (2) cube vans and 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 **must** have hydraulic tail gate) with sufficient clean furniture pads in each truck and a wallboard, as required;
- 7.2 The Contractor **must** 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;
- 7.3 The Contractor **must** have readily available back-up vehicles in case of breakdown at no additional cost to the identified user(s); and
- 7.4 The Contractor **must** ensure that all vehicles are clean and in good working order.
- 7.5 No free parking will be provided to the contractors on site.

SW8.0 Hours of Work

Contractor **must** be able to provide services on an "as and when" requested basis. The Contractor could be called on to provide the services seven (7) days a week. Regular hours are between 7:00 AM and 6:00 PM Monday to Friday. Overtime hours will be from 6:00 PM to 7:00 AM, Monday to Friday, and all day Saturday and Sunday.



SW9.0 Constraints

- 9.1 The Contractor undertakes and agrees to comply with all regulations in force on the sites where the work is to be performed.
- 9.2 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.
- 9.3 At the time of each defined move requested by the Clients the Contractor **must** prepare a furniture and effects list and identify on this list any items found in damaged condition prior to the move. Any damage **must be** verified by the Identified User's Project Authority, prior to the item being moved.
- 9.4 In the event of any damage or loss attributed to the Contractor during a move, the Contract **must** repair or replace the Client's furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage and loss.
- 9.5 The Contractor **must** ensure that all vehicles used to fulfill the terms of the contract are 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.
- 9.6 Some moves may take place on weekdays. Requirements may change, and moves may be added or removed. There is no guarantee that all the Work described herein, will ultimately be undertaken through the Contract.

SW10 Task Authorizations

Larger broad Task Authorizations will be issued for the day to day operational needs of the department. These TAs will be issued for six month periods of service. Under the scope of these broad TAs, the Project Authority or Authorized NRCan representative will communicate with the contractor to identify the upcoming needs of department. A set schedule will be provided to the contractor every Thursday, the week prior to the dates required.

The turnaround times as specified under SW4.4 must be adhered to unless stated otherwise.

Separate TAs will be issued for larger specific requirements that fall outside scope of the broad Task Authorizations.



ANNEX “B” - BASIS OF PAYMENT (TO BE COMPLETED AT CONTRACT AWARD)

A – Service Item	B – Unit Rate			
	Contract Period Price	Option Year #1	Option Year #2	Option Year #3
Labour	Price per Hour			
Crew Supervisor – Regular Hour	\$	\$	\$	\$
Crew Supervisor – Overtime Hour	\$	\$	\$	\$
General Movers - Regular Hour	\$	\$	\$	\$
General Movers - Overtime Hour	\$	\$	\$	\$
Installers – Regular Hour	\$	\$	\$	\$
Installers – Overtime Hour	\$	\$	\$	\$
IT Relocation – Regular Hour	\$	\$	\$	\$
IT Relocation – Overtime Hour	\$	\$	\$	\$
	Contract Period Price	Option Year #1	Option Year #2	Option Year #3
Vehicles, Including Driver	Price per Hour			
Cube van including one driver/mover Regular Hour:	\$	\$	\$	\$
Cube van including one driver/mover Overtime Hour:	\$	\$	\$	\$
Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one drive (move) Regular hour:	\$	\$	\$	\$
Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one drive (move) Overtime hour:	\$	\$	\$	\$
	Contract Period Price	Option Year #1	Option Year #2	Option Year #3
Warehousing Services	Price per Cubic foot			
Warehousing Services	\$	\$	\$	\$
	Contract Period Price	Option Year #1	Option Year #2	Option Year #3
Packing Materials and Supplies	Price per bin/week (including labels & ties)			
Plastic Bins (30”x24”) with lids, labels and security ties. Price per week with one week minimum	\$	\$	\$	\$
Price per bin to keep bin	\$	\$	\$	\$



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat 174778
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 Natural Resources Canada		2. Branch or Directorate / Direction générale ou Direction RPWSB
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 Installation and Moving Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / 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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

174778

Security Classification / Classification de sécurité
UNCLASSIFIED

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 FIABILITÉ	<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 A 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



Contract Number / Numéro du contrat 174778
Security Classification / Classification de sécurité UNCLASSIFIED

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 RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTION	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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

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 \$25,000.00 per shipment. Government Property must be insured on "Agreed Value" (Appraisal) 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 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 "D", the Natural Resources Canada 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.



APPENDIX A TO ANNEX “A” – RESOURCE ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Contractors are to ensure they clearly demonstrate the technical evaluation criteria within their proposal. It is recommended that the Contractors identify in their proposal what sections relate to which mandatory (i.e. from resume – Project 1 (M1))

The substantiation of technical compliance **must not simply be a repetition of the requirement(s)**, but must explain and demonstrate how the Contractor will meet the requirements and carry out the required Work. Simply stating that the Contractor or its proposed solution or product complies is not sufficient.

Mandatory Technical Criteria

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>The Contractor MUST demonstrate that the proposed Crew Supervisor meets the following minimum mandatory criteria:</p> <p>The proposed Crew Supervisor must have:</p> <p>a minimum of twelve (12) months experience supervising a work crew within the last five (5) years;</p> <ul style="list-style-type: none"> • a minimum of twelve (12) months experience in the area of office relocation within the last five (5) years; • a minimum of twelve (12) months experience in installing, assembling and disassembling office furniture within the last five (5) years; and • a minimum of twelve (12) months experience within the last five (5) years in sequential (i.e. succeeding or following in order) packing, moving and unpacking of records, library contents and all other contents. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The Contractor MUST demonstrate the experience of the proposed Crew Supervisor, requested in M1, by describing the specific work.</p> <p>The Contractor must provide details of previous work experience including, but not limited to specific responsibilities, tasks, their duration (year and month) and the name of client(s). Listing work title(s) or contract number(s) without details as specified above will not be accepted as experience.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



APPENDIX B TO ANNEX “A” – TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached **Appendix D of Annex “A”** will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of **48 hours** turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply the requested security clearance information.
3. For each new proposed ‘Crew Supervisor’ Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at **Appendix “A” of Annex “A”** as applicable to the Resource Category identified in the draft TA. The résumé must demonstrate that each proposed individual meets the qualification requirements described (including any work experience requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to **Appendix C to Annex “A” – Certifications at the TA stage**).
 - (ii) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (iii) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (iv) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
4. The qualifications and experience of the proposed resources will be assessed against the requirements set out in **Appendix “A” to Annex “A”** to determine each proposed resource's compliance with the mandatory criteria. Canada may request reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. A mandatory criteria will not be considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the



Contractor). A mandatory criteria will not be considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

5. During the assessment of the proposed resources, should the required references under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
6. Once the quotation has been accepted and signed by the Technical Authority, the TA Form will be provided to the Contractor for signature. The TA Form must be appropriately signed by Contracting Authority prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.



APPENDIX C TO ANNEX “A” – CERTIFICATIONS AT TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. Certification of Education and Experience

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. Certification and Availability of Personnel

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. Certification of Status of Personnel

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date



APPENDIX D TO ANNEX A – SAMPLE TASK AUTHORIZATION FORM

TASK AUTHORIZATION				
Contractor:				
				Financial coding:
Contract number:				
Task number:				Date:
TA Request (for completion by Technical authority)				
1. Task Description of the Work required:				
2. Date	From:		To:	
3. Work location				
4. Travel Requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:			
5. Others Conditions /Restraints	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:			
6. Basis of paiement :	Limitation of expenditure			
7. Level of security clearance required for the contractor's personnel	<input checked="" type="checkbox"/> Reliability <input type="checkbox"/> Secret			
8. Linguistic need	<input type="checkbox"/> English and French <input type="checkbox"/> English <input type="checkbox"/> French The categories of personnel requiring bilingualism include:			
TA Proposal [For completion by Contractor]				
9. Cost breakdown for reference purposes				
A. Professional Services				
Name + Level of Proposed resource	PWGSC Security File Number	Hourly Rate	Estimated # of Hours	Total cost
A - Professional Services - Sub-total				
B. Vehicles (including Driver)				
Vehicle Category – with Driver	Hourly Rate	Estimated # of Hours	Total cost	
1. Cube van including one driver (mover)	\$		\$	
2. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one driver (move)	\$		\$	
B - Vehicles – Sub-Total:				



C. Warehousing Services			
Warehouse Services	Price per Cubic Foot	Quantity	Total cost
C – Warehousing Services – Sub-Total:			
D. Packing Materials and Supplies			
Item	Unit Price	Quantity	Total cost
D - Packing Materials and Supplies – Sub-Total:			\$
Net Total (A+B+C+D):			\$
HST 13%:			\$
Grand Total: <i>(Tax Included)</i>			\$

TA Approval		
10. Signing Authorities	Signature	Date
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor:		
Name, Title and Signature of Individual Authorized to Sign on Behalf of the Identified User – Technical Authority:		
Name, Title and Signature of the Contracting Authority		
11. Basis of Payment and Invoicing		
<p>In Accordance with the article entitled “Basis of Payment” in the contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the contract value.</p> <p>Invoices shall be sent in accordance with the invoicing instructions included in the Terms and Conditions of the contract.</p>		



APPENDIX 1 - EVALUATION CRITERIA

Bidders are advised to address these criteria in the following order and in sufficient depth in their proposals to enable a thorough assessment. NRCan’s assessment will be based solely on the information contained within the proposal. NRCan may confirm information or seek clarification from bidders.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once. For example: project one time frame is July 2001 to December 2001; project two time frame is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

1. Technical Criteria

1.1 Mandatory Evaluation Criteria

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 evaluated price will be recommended for award of a contract.

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which **fail** to meet the mandatory criteria will be **deemed non-responsive** and given no further consideration.

The technical proposal should address each of the criteria in the order in which they appear.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria **will not** be considered demonstrated for the purpose of this evaluation.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	<p>The Bidder MUST demonstrate that the proposed Crew Supervisor meets the following minimum mandatory criteria:</p> <p>The proposed Crew Supervisor <u>must</u> have:</p> <p>a minimum of twelve (12) months experience supervising a work crew within the last five (5) years;</p> <ul style="list-style-type: none"> a minimum of twelve (12) months experience in the area of office relocation within the last five (5) years; a minimum of twelve (12) months experience in installing, assembling and disassembling office furniture within the last five (5) years; and a minimum of twelve (12) months experience within the last five (5) years in sequential (i.e. succeeding or following in order) packing, moving and unpacking of records, library contents and all other contents. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The Bidder MUST demonstrate the experience of the proposed Crew Supervisor, requested in M1, by describing the specific work.</p> <p>The Bidder must provide details of previous work experience including, but not limited to specific responsibilities, tasks, their duration (year and month)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
	and the name of client(s). Listing work title(s) or contract number(s) without details as specified above will <u>not be accepted</u> as experience.		
M3	Vehicles The Bidder <u>must</u> provide confirmation that they have the ability to provide at <u>minimum</u> the following: <ul style="list-style-type: none">• up to two (2) cube vans and 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M4	Equipment All material handling equipment <u>must</u> be supplied by the Contractor. The Bidder <u>must</u> provide confirmation that they have the ability to provide at <u>minimum</u> the following equipment: <ul style="list-style-type: none">• Moving supplies such as: boxes and/or plastic moving bins in sufficient numbers to cover each move; four (4) wheel padded dollies; heavy duty lift (for safes and secure cabinets); screen carts; electronic/computer carts; floor protection sheets (i.e. aspenite or equivalent); corner protectors; shrink wrap; dollies; and blankets/furniture pads.• suitable installer tool kit		



APPENDIX 2 - FINANCIAL PROPOSAL FORM

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted **all inclusive firm rates**.

The estimated level of effort and quantities listed in the tables below is Volumetric Data for evaluation purposes only. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the services identified in this bid solicitation will be consistent with this data.

1. Initial Contract Period:

Initial Contract Period - Personnel			
(A)	(B)	(C)	(D) = ((B)x(C))
A – Service Item			
Category of Personnel	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Crew Supervisor	\$	150 Hours / year	\$
2. General Movers	\$	300 Hours / year	\$
3. Installers	\$	300 Hours / year	\$
4. IT relocation	\$	100 Hours / year	\$
(E) Personnel - Total Evaluated Price:			\$

Initial Contract Period - Vehicles			
(F)	(G)	(H)	(I) = ((G)x(H))
Vehicles, Including Driver			
Vehicles, Including Driver	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Cube van including one driver (mover) Price per hour:	\$	20 Hours / year	\$
2. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one driver (move) Price per hour:	\$	50 Hours / year	\$
(J) Vehicles – Total Evaluated Price:			\$



Initial Contract Period – Warehousing Services			
(K)	(L)	(M)	(N) = ((L)x(M))
Warehousing Services	Price per Cubic Foot	Estimated Volume	Total Estimated Costs for Warehousing Services (Applicable Taxes Excluded)
Warehousing Services	\$	250 cubic feet	\$
(O) Warehousing Services - Total Evaluated Price:			\$

Initial Contract Period – Packing Materials and Supplies			
(P)	(Q)	(R)	(S) = ((Q)x(R))
Packing Materials and Supplies			
Packing Materials and Supplies	Price per Bin (including labels & ties)		Total Estimated Costs for Bins (Applicable Taxes Excluded)
1. Plastic Bins (30"x24") with lids, labels and security ties. Price per week with one week minimum	\$	20 bins (including labels & ties) / year	\$
Price per bin to keep bin	\$	10 bin/year (total number of weeks for above bins including label and tape)	\$
(T) Packing Materials and Supplies - Total Evaluated Price:			\$

Initial Contract Period - Totals	
Requirement Category	Estimated Totals (for Evaluation)
(E) Personnel - Total Evaluated Price:	
(J) Vehicles – Total Evaluated Price:	
(O) Warehousing Services - Total Evaluated Price:	
(T) Packing Materials and Supplies - Total Evaluated Price:	
(U = E + J + O+T) - Total Evaluated Price Initial Contract Period:	\$ <TBD>



2. Option Period 1:

Option Period 1 - Personnel			
(A)	(B)	(C)	(D) = ((B)x(C))
A – Service Item			
Category of Personnel	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Crew Supervisor	\$	150 Hours / year	\$
2. General Movers	\$	300 Hours / year	\$
3. Installers	\$	300 Hours / year	\$
4. IT relocation	\$	100 Hours / year	\$
(E-1) - Personnel - Total Evaluated Price:			\$

Option Period 1 - Vehicles			
(F)	(G)	(H)	(I) = ((G)x(H))
Vehicles, Including Driver			
Vehicles, Including Driver	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Cube van including one driver (mover) Price per hour:	\$	20 Hours / year	\$
2. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one driver (move) Price per hour:	\$	50 Hours / year	\$
(J-1) Vehicles – Total Evaluated Price:			\$

Option Period 1 – Warehousing Services			
(K)	(L)	(M)	(N) = ((L)x(M))
Warehousing Services	Price per Cubic Foot	Estimated Volume	Total Estimated Costs for Warehousing Services (Applicable Taxes Excluded)
Warehousing Services	\$	250 cubic feet	\$
(O-1) Warehousing Services - Total Evaluated Price:			\$



Option Period 1 – Packing Materials and Supplies			
(P)	(Q)	(R)	(S) = ((Q)x(R))
Packing Materials and Supplies			
Packing Materials and Supplies	Price per Bin (including labels & ties)		Total Estimated Costs for Bins (Applicable Taxes Excluded)
1. Plastic Bins (30"x24") with lids, labels and security ties. Price per week with one week minimum	\$	20 bins (including labels & ties) / year	\$
Price per bin to keep bin	\$	10 bin/year (total number of weeks for above bins including label and tape)	\$
(T-1) Packing Materials and Supplies - Total Evaluated Price:			\$

Option Period 1 - Totals	
Requirement Category	Estimated Totals (for Evaluation)
(E-1) Personnel - Total Evaluated Price:	
(J-1) Vehicles – Total Evaluated Price:	
(O-1) Warehousing Services - Total Evaluated Price:	
(T-1) Packing Materials and Supplies - Total Evaluated Price:	
(V = E-1 + J-1 + O-1+T-1) - Total Evaluated Price Option Period 1:	\$ <TBD>

3. Option Period 2:

Option Period 2 - Personnel			
(A)	(B)	(C)	(D) = ((B)x(C))
A – Service Item			
Category of Personnel	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Crew Supervisor	\$	150 Hours / year	\$
2. General Movers	\$	300 Hours / year	\$
3. Installers	\$	300 Hours / year	\$
4. IT relocation	\$	100 Hours / year	\$
(E-2) Personnel - Total Evaluated Price – Total Evaluated Price:			\$



Option Period 2 - Vehicles			
(F)	(G)	(H)	(I) = ((G)x(H))
Vehicles, Including Driver			
Vehicles, Including Driver	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Cube van including one driver (mover) Price per hour:	\$	20 Hours / year	\$
2. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one drive (move) Price per hour:	\$	50 Hours / year	\$
(J-2) Vehicles – Total Evaluated Price – Hourly Firm Rate:			\$

Option Period 2 – Warehousing Services			
(K)	(L)	(M)	(N) = ((L)x(M))
Warehousing Services	Price per Cubic Foot	Estimated Volume	Total Estimated Costs for Warehousing Services (Applicable Taxes Excluded)
Warehousing Services	\$	250 cubic feet	\$
(O-2) Warehousing Services - Total Evaluated Price:			\$

Option Period 2 – Packing Materials and Supplies			
(P)	(Q)	(R)	(S) = ((Q)x(R))
Packing Materials and Supplies			
Packing Materials and Supplies	Price per Bin (including labels & ties)		Total Estimated Costs for Bins (Applicable Taxes Excluded)
1. Plastic Bins (30"x24") with lids, labels and security ties. Price per week with one week minimum	\$	20 bins (including labels & ties) / year	\$
Price per bin to keep bin	\$	10 bin/year (total number of weeks for above bins including label and tape)	\$
(T-2) Packing Materials and Supplies - Total Evaluated Price:			\$



Option Period 2 - Totals	
Requirement Category	Estimated Totals (for Evaluation)
(E-2) Personnel - Total Evaluated Price:	
(J-2) Vehicles – Total Evaluated Price:	
(O-2) Warehousing Services - Total Evaluated Price:	
(T-2) Packing Materials and Supplies - Total Evaluated Price:	
(W = E-2 + J-2 + O-2+T-2) - Total Evaluated Price Option Period 2:	\$ <TBD>

4. Option Period 3:

Option Period 3 - Personnel			
(A)	(B)	(C)	(D) = ((B)x(C))
A – Service Item			
Category of Personnel	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Crew Supervisor	\$	150 Hours / year	\$
2. General Movers	\$	300 Hours / year	\$
3. Installers	\$	300 Hours / year	\$
4. IT relocation	\$	100 Hours / year	\$
(E-3) - Personnel - Total Evaluated Price:			\$

Option Period 3 - Vehicles			
(F)	(G)	(H)	(I) = ((G)x(H))
Vehicles, Including Driver			
Vehicles, Including Driver	Firm Hourly Rate	Estimated Level of Effort in Hours *	Total Estimated Costs for Professional Fees (Applicable Taxes Excluded)
1. Cube van including one driver (mover) Price per hour:	\$	20 Hours / year	\$
2. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 kg, with or without hydraulic lift, including one drive (move) Price per hour:	\$	50 Hours / year	\$
(J-3) Vehicles – Total Evaluated Price:			\$



Option Period 3 – Warehousing Services			
(K)	(L)	(M)	(N) = ((L)x(M))
Warehousing Services	Price per Cubic Foot	Estimated Volume	Total Estimated Costs for Warehousing Services (Applicable Taxes Excluded)
Warehousing Services	\$	250 cubic feet	\$
(O-3) Warehousing Services - Total Evaluated Price:			\$

Option Period 3 – Packing Materials and Supplies			
(P)	(Q)	(R)	(S) = ((Q)x(R))
Packing Materials and Supplies			
Packing Materials and Supplies	Price per Bin (including labels & ties)		Total Estimated Costs for Bins (Applicable Taxes Excluded)
1. Plastic Bins (30"x24") with lids, labels and security ties. Price per week with one week minimum	\$	20 bins (including labels & ties) / year	\$
Price per bin to keep bin	\$	10 bin/year (total number of weeks for above bins including label and tape)	\$
(T-3) Packing Materials and Supplies - Total Evaluated Price:			\$

Option Period 3 - Totals	
Requirement Category	Estimated Totals (for Evaluation)
(E-3) Personnel - Total Evaluated Price:	
(J-3) Vehicles – Total Evaluated Price:	
(O-3) Warehousing Services - Total Evaluated Price:	
(T-3) Packing Materials and Supplies - Total Evaluated Price:	
(X = E-3 + J-3 + O-3 + T-3) - Total Evaluated Price Option Period 3:	\$ <TBD>



5. Price of the Bid – Subject to a Limitation of Expenditure

Total Evaluated Price	
Requirement Category	Estimated Totals (for Evaluation)
(U = E + J + O + T) - Total Evaluated Price Initial Contract Period:	\$ <TBD>
(V = E-1 + J-1 + O-1 + T-1) - Total Evaluated Price Option Period 1:	\$ <TBD>
(W = E-2 + J-2 + O-2 + T-2) - Total Evaluated Price Option Period 2:	\$ <TBD>
(X = E-3 + J-3 + O-3 + T-3) - Total Evaluated Price Option Period 3:	\$ <TBD>
(Y = U+V+W+X) - TOTAL EVALUATED PRICE: (Taxes Excluded)	\$ <TBD>

*** LEVEL OF EFFORT PRESENTED HEREIN IS VOLUMETRIC DATA USED FOR EVALUATION PURPOSES ONLY AND DOES NOT REPRESENT A COMMITMENT BY CANADA.**

**** FOR ANY ERRORS IN THE CALCULATION, THE HOURLY RATE SCHEDULE WILL BE UPHELD.**

6. Total Amount of Applicable Taxes

Tax Calculations	
(Y = U+V+W+X) - TOTAL EVALUATED PRICE: (Taxes Excluded)	\$ <TBD>
Applicable Taxes (13% HST):	