



**RETURN BIDS TO:**

**RETOURNER LES  
SOUSSIONS**

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**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Privy Council Office**

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

**Proposition aux: Bureau du Conseil privé**

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

**Instructions :** See Herein

**Instructions:** Voir aux présentes

**Comments - Commentaires**

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**Issuing Office – Bureau de distribution**

Privy Council Office/Bureau du Conseil privé  
85 Sparks Street  
Room/pièce 304  
Ottawa, Ontario  
K1A 0A3

<b>Title – Sujet</b> Office Relocation and Warehousing Services	
<b>Solicitation No. – N° de l'invitation</b> 20221790	<b>Date</b> May 15, 2023
<b>Solicitation Closes – L'invitation prend fin</b>  <b>at – à</b> 02 :00 PM <b>on – le</b> June 9, 2023	<b>Time Zone - Fuseau horaire</b>  Eastern Daylight Time (EDT)
<b>F.O.B. - F.A.B.</b>  <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> X <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to - Adresser toutes questions à:</b>  Adam Rouleau	<b>Email Address –Adresse e-mail :</b>  <a href="mailto:bids-soumissions@pco-bcp.gc.ca">bids-soumissions@pco-bcp.gc.ca</a>
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  See Herein	
<b>Delivery required - Livraison exigée</b>  See Herein	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature _____ Date _____</b>	



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
3. For additional information on security requirements, 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 Statement of Work

The Privy Council Office (PCO) has a requirement for office relocation and warehousing services within the National Capital Region (NCR). The contract period is estimated to be from July 1, 2023 to June 30, 2024 with the option to extend for four (4) additional one-year periods under the same terms and conditions.

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### 1.3 Debriefings

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

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



## 2.2 Submission of Bids

Bids must be submitted electronically via email to [bids-soumissions@pco-bcp.gc.ca](mailto:bids-soumissions@pco-bcp.gc.ca) by the date and time indicated on the first page of this request for proposal.

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

## 2.3 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.

## 2.4 Applicable Laws

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

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.

## 2.5 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

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

- i. Section I: Technical Bid - one (1) soft copy (via email)
- ii. Section II: Financial Bid - one (1) soft copy (via email)
- iii. Section III: Certifications - one (1) soft copy (via email)

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

- b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid :

- i. use a numbering system that corresponds to the bid solicitation;
- ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iii. Include a table of contents.
- iv. Soft copies will be accepted in any of the following electronic formats:
  - Portable Document Format .pdf
  - Microsoft Word Document (.docx)
  - Microsoft Word 97/2000 Document (.doc)

- c. **Canada's Policy on Green Procurement:** The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

- d. **Submission of Only One Bid:**

- i. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- ii. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
  - A. They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - B. They are "related persons" or "affiliated persons" according to the Canada income tax act;
  - C. The entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - D. The entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- iii. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.



**e. Joint Venture Experience:**

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.  
Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
- ii. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.  
Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.
- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.  
Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:
  - Contracts all signed by A;
  - Contracts all signed by B; or
  - Contracts all signed by A and B in joint venture, or
  - Contracts signed by A and contracts signed by A and B in joint venture, or
  - Contracts signed by B and contracts signed by A and B in joint venture.That show in total 100 billable days.
- iv. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule, Annex "F". The total amount of Applicable Taxes must be shown separately.



### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Bidders must meet all Mandatory Technical Criteria as defined in Annex "E" to be assessed on the Financial Evaluation. If all Mandatory Technical Criteria are not met, there will be no further evaluation.

#### **4.1.2 Financial Evaluation**

Bidders meeting all of the Mandatory Technical Criteria will be evaluated based on prices submitted in the Annex "F", Pricing Schedule. The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

The financial evaluation will be based on the Total Evaluated Price. The Total Evaluated Price will be calculated by taking the sum of each total price per year for all five (5) years as per Annex "F", Pricing Schedule.

### **4.2 Basis of Selection – 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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.1.2 Former Public Servants

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.



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

The contractor and/or its employees must EACH maintain a valid SECRET clearance issued by Public Services and Procurement Canada – Industrial Security Program and approved by the Privy Council Office.

The contractor and/or its employees MUST NOT have unescorted access to Privy Council Office premises. The contractor(s) must, at all time, be escorted on the Privy Council Office and/or Prime Minister's Office premises by the project authority or by a suitable replacement appointed by the project authority.

The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).

The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Privy Council Office.

The contractor and its employees must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
- b) Industrial Security Manual (Latest Edition).

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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.

#### 6.3.1 General Conditions

[2010C](#) (2022-12-01) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. **(Insert at contract award)**



### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods 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.

2. Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 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.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Name:** Adam Rouleau  
**Title:** Team Leader  
**Organization:** Privy Council Office, Procurement and Contracting Services  
**Address:** 85 Sparks Street, Room 304, Ottawa, ON K1A 0A3  
**Telephone:** 343-572-0218  
**E-mail:** Adam.Rouleau@pco-bcp.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 6.5.2 Project Authority

The Project Authority for the Contract is: **(Insert at contract award)**

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

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



### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: **(Insert at contract award)**

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

### 6.6 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.

### 6.7 Payment

#### 6.7.1 Basis of Payment

The Contractor will be paid for the work performed, in accordance with the basis of payment at Annex "B."

#### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(insert at contract award)**. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



### 6.7.3 Method of Payment

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

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

### 6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. copy of the invoices, receipts, vouchers for all direct expenses.

2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

### 6.9 Certifications

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..

### 6.10 Insurance Requirement

1. The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. 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.
3. 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

### 6.11 Applicable Laws.

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



## 6.12 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 2010C (2022-12-01);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "D", Insurance Requirement;
- (g) the Contractor's bid dated \_\_\_\_\_ **(Insert at contract award)**

## 6.13 Dispute Resolution Services

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) 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.
- (c) 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.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## 6.13 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the Contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX "A" - STATEMENT OF WORK

### Objective

To provide full time (1.75 personnel) relocation and warehousing services for the moving of offices, workplaces, and various other government facilities including office equipment, supplies and furniture. This service is to be provided directly to the Privy Council Office within the National Capital Region (NCR), over a 1 year period + 4 option years.

### Scope of Work

The Bidder must provide **relocation services** which will include, but will not be limited to:

- moving of office furniture workstation systems, office equipment, filing cabinets, computer hardware, records, etc;
- packing, crating, disassembling, loading, transporting, unloading, unpacking, uncrating, assembling
- cleanup (surfaces are cleaned, area is clear of debris/packaging, etc) at the end of each move, installation or service request (as required)
- Organize, clean and ensure inventory is properly stored in the various stock rooms.

At the time of a defined move and when requested by the client, the Bidder must prepare a furniture and effects list and identify on this list any items found to be in damaged condition prior to the move. Any damage is to be verified by the client's Project Authority, prior to the item being moved.

In the event of any damage or loss attributed to the Bidder during a move, the Bidder will repair or replace client furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification of such damage, loss or if work is found to be unsatisfactory, it must be corrected at no additional cost to the client.

At the time of a requested move, the Bidder is responsible to familiarize itself with all the locations in which this work is likely to occur in order to assess the docking, loading and unloading facilities and to become familiar with the various freight handling systems.

All work must be provided strictly in accordance with the hours of work condition specified herein, and the time frames specified on each individual work order. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the client.

The Bidder must provide transportation to and from the work sites, for the Bidders' personnel, their tools and equipment and also for all related materials and supplies required for the performance of the work under the contract at no additional cost for transportation to the client's site.

The Bidder must be equipped to send and receive emails, and facsimile messages.

The Bidder must provide **warehouse and storage space** which will include:

- 10,000 cubic feet of warehouse space, in the National Capital Region for storage of various screens, workstation systems, furniture and office equipment in the event of short term storage as requested. The Project Authority will provide 48 hours notice prior to needing the storage space.
- Create, provide and maintain a computerized inventory of all material, equipment and furniture stored. The Bidder must provide inventory reports within twenty-four (24) hours when requested by the client. All goods must be sorted by type, with the same type of goods on a skid, shrink wrapped and warehoused on commercial racking for easy access.





- Provide all warehouse handling, including loading and unloading from trucks at warehouse dock.
- Provide lifting equipment, skids, commercial racking, wrapping material, etc. for the proper storage of goods.
- The contractor may be expected to deliver from the warehouse to client work sites small amounts of goods within two (2) hours notice and within twenty-four (24) hours for larger orders.
- The same time frames apply for components being returned to the warehouse for storage.
- The Project Authority (or designated replacement(s)) will be granted access to warehouse facilities at all times.

**Staff/Personnel:**

Personnel assigned to this work must be fully experienced/qualified movers, packers and installers. They must possess the knowledge related to the sequential library or registry packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations, including but not limited to: Hayworth, Teknion, Steelcase, Nightingale, Herman Miller, Corcan, Artopex and Global.

Personnel assigned to this work must be

- able to read screen and floor plans and also furniture layouts.
- able to perform heavy lifting, bending, reaching on a daily basis
- client service oriented, polite, and courteous
- able to work with minimum or no supervision.

Each move, regardless of how big or small, requires a crew supervisor. The supervisor of each move crew should be able to communicate orally in both official languages (English and French).

Personnel must display the Bidder's name or logo on their outer garment(s) for identification purposes at all times during the effective work hours.

The Bidder's staff/personnel must supply and wear protective footwear and clothing, and must use appropriate protective equipment, materials and devices as required, and in accordance with the Canada Occupational Safety and Health Regulations.

The Bidder's personnel must contact the Bidder to advise if they are unavailable for work (illness, injury, etc) prior to 8:00am of the workday. The Bidder must then notify the Project Authority by 8:15am and must be able to provide a replacement (qualified and with a valid Secret Clearance) mover/installer by 11:00am if requested by the client.

**Equipment/Resources:**

The Bidder will 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, and as part of their hourly rate.



Example of what could be required:

- 4 wheel padded dollies;
- screen carts;
- electronic/computer carts;
- plastic library bins with lids and security ties;
- recyclable cardboard library boxes (2.2 cu. ft.);
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- Rolls of shrink wrap;
- Labels;
- Dollies;
- Blankets/furniture pads

The Bidder is expected to have available for usage, the necessary tool kits, consisting of the following at no additional cost to the client:

Example of a suitable installers tool kit:

- Robertson screwdrivers
- Philips screwdrivers,
- Two sizes of standard (flat head) screwdrivers
- Long needle nose pliers
- Vice grips
- Side cutters
- Metric and Imperial wrenches (complete sets)
- Rubber and Ballpeen hammers
- Cordless drill (Robertson screwdriver bits and Philips bits) with extra recharged batteries
- Metric and Imperial Allen keys (complete sets)
- 100-foot measuring tape

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

## **Transportation**

The Bidder may be required to provide up to two (2) trucks and drivers, with a minimum Gross Vehicle Weight Registered 6,800 kg. (5-ton), closed-in box type, with or without hydraulic tail gate, at least one (1) truck with a hydraulic tail gate, and must have access to one (1) additional truck with the same GVWR of 6,800 kg, with or without hydraulic tail gates, sufficient clean furniture pads in each truck and a walkboard as required.

The Bidder must be capable of providing additional vehicles upon request including smaller delivery type vehicles or specific purpose vehicles to move heavy or awkward loads, with hydraulic tail gates, on an as-needed basis.

The Bidder will ensure that all vehicles are clean and in good working order, and must be able to provide back-up vehicles in case of a breakdown and back-up drivers, at no additional cost to the client.

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



### **Hours of Work**

Normal working hours will be 08:00 a.m. to 16:00 with a one (.5) hour break period (unpaid) for lunch.

Overtime will be paid for Statutory Holidays which are regularly recognized by the bidder and for which the bidder compensates employees in addition to their regular wage.

Other than Statutory Holidays, there will be no premium paid for overtime unless the overtime is approved in advance and in writing by the Project Authority.

All Overtime will be paid based on the hourly rates for employee wages and will be applied at a rate of time and one half. All claims, above and beyond a three (3) hour minimum order time period, will be for on-site hours only and will be calculated to the next 15 minutes.

### **Project Management**

The Bidder and the Project Authority will have bi-weekly communication (via e-mail, telephone or in person) to discuss the resources, the work and the contract terms in general.



**ANNEX "B" - BASIS OF PAYMENT**

<b>Labour</b>	<b>Contract Period Year 1: (insert at contract award)</b>	<b>Option Year 1 Period: (insert at contract award)</b>	<b>Option Year 2 Period: (insert at contract award)</b>	<b>Option Year 3 Period: (insert at contract award)</b>	<b>Option Year 4 Period: (insert at contract award)</b>
Crew Supervisor	\$ /hour	\$ /hour	\$ /hour	\$ /hour	\$ /hour
Movers/Installers	\$ /hour	\$ /hour	\$ /hour	\$ /hour	\$ /hour
<b>Vehicles, (includes driver acting as mover/ installer/supervisor)</b>	<b>Year 1</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>
Truck - 5 Ton with hydraulic lift	\$ /hour	\$ /hour	\$ /hour	\$ /hour	\$ /hour
<b>Equipment / Materials</b>	<b>Year 1</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>
Rental of plastic storage bins approximately 3.2 cubic feet	\$ /bin per day	\$ /bin per day	\$ /bin per day	\$ /bin per day	\$ /bin per day
<b>Storage</b>	<b>Year 1</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	\$ /cubic ft per month	\$ /cubic ft per month	\$ /cubic ft per month	\$ /cubic ft per month	\$ /cubic ft per month



**ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

Contract Number/ Numéro du contrat

Security Classification / Classification de sécurité

**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 Privy Council Office		2. Branch or Directorate / Direction générale ou Direction Logistics and Special Services Directorate
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 Provide moving, relocation and storage services to the Privy Council Office.		
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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité





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

**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 / Non  Yes / 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 / Non  Yes / 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 type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |  |  |

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

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

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

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

**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 PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



## ANNEX "D" - INSURANCE REQUIREMENT

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

For the province of Quebec, send to:

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





For other provinces and territories, send to:

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

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

### **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 endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

### **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 \$30,000 per shipment. Government Property must be insured on Replacement Cost (new).
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 endeavour 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 Privy Council Office 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 \$500,000. 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 endeavour 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 Privy Council Office for any and all loss of or damage to the property however caused.

### **All Risk Property Insurance**

1. 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 \$500,000. The Government's Property must be insured on 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 ensure that claims are properly made and paid.
3. The All Risks Property insurance policy must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour 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 Privy Council Office for any and all loss of or damage to the property however caused.

### **Additional Insurance**

Notwithstanding the Contractor's requirement to maintain insurance pursuant to Annex "D", the Privy Council Office 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 Privy Council Office must be responsible for the additional premium.



**ANNEX "E" - EVALUATION CRITERIA**

**MANDATORY TECHNICAL CRITERIA**

The experience of the Bidder must be for work carried out of an identical scope as described in the Mandatory Criteria, and in which the Bidder itself was under contract with another organization.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Each requirement should be addressed separately and in detail.

Mandatory Resource Requirements		Met	Not Met	Cross-Reference in Proposal
<b>M1</b>	<p>The Bidder must provide five (5) movers with a security clearance at the SECRET level provided by CIISD.</p> <p>The Bidder must be able to provide movers cleared at this level <b><u>at bid closing and at all times during the Contract.</u></b></p> <p>Please indicate a minimum of five (5) employees proposed to provide services against any resulting contract and who possess security clearances, issued by CIISD, at the <b>SECRET</b> level.</p> <p><u>Name</u>                                      <u>Date of Birth</u>                                      <u>Security #</u></p>			
<b>M2</b>	<p>The Bidder must provide with their Proposal a detailed Bidder Profile including the following information:</p> <ul style="list-style-type: none"> <li>• official company name;</li> <li>• year of incorporation, registration, etc.;</li> <li>• number of full-time employees;</li> <li>• name of principle(s) of company; and</li> <li>• email, telephone &amp; fax numbers</li> <li>• full description of company's warehouse facilities including size, location, climate controls, structure materials and security system;</li> <li>• Company's approach to client complaints including, where to direct the complaint, how company investigates and resolves complaints, feedback to the client and process to ensure the problems do not reoccur.</li> </ul>			



<b>M3</b>	<p>The Bidder must have experience in moving and relocating office equipment and furniture. Please provide a list of at least three (3) projects completed within the past five (5) years to substantiate the above.</p> <p>For a project to qualify, it must involve all of the following conditions:</p> <ul style="list-style-type: none"><li>• the relocation of at least 10 offices;</li><li>• the relocation of workstations contents;</li><li>• the moving of suites and office furniture (non-system furniture); and</li><li>• the relocation of other office furniture including but not limited to office equipment, filing cabinets, bookshelves, printers, fax machines, etc.;</li><li>• the dismantling and installation of powered screens or integrated workstations, including but not limited to: Hayworth, Teknion, Steelcase, Nightingale, Herman Miller, Corcan, Artopex and Global;</li><li>• involve workplace moves at the municipal, provincial, federal government level;</li></ul>			
<b>M4</b>	<p>A table-style format must be used to capture all projects, with separate columns for each of the following:</p> <ul style="list-style-type: none"><li>• name of the project;</li><li>• summary description of the services provided, addressing each of the qualifying conditions above, the sequencing of individual moves, the total number of people moved, as well the objective(s) and outcome(s) for the project;</li><li>• duration of the project – start and completion dates;</li><li>• number/description of resources assigned to the project;</li><li>• description of the Offeror’s role on the project;</li><li>• dollar value of the project;</li><li>• name of the client organization.</li></ul>			



**ANNEX "F" - PRICING SCHEDULE**

The Bidder is to complete the following table for all line items and calculate the Estimated Cost (Column C). In the event the Estimated Cost is not correctly calculated Column B will prevail.

The Bidder's total price is for evaluation purposes and does not represent a commitment on the part of Canada.

The total evaluated price is to be calculated as follows:

The Estimated Cost is to include the furnishing of all labour, materials, equipment, including tools, services, permit fees, and incidental costs, necessary or proper for the completion of the work, except as may be otherwise expressly provided in the Request for Proposal. All costs for overhead, profit, financing, general requirements, contingencies, etc. are to be included in the Contract amounts.

"Extras" will not be allowed. It is the responsibility of the Contractor to take into account traffic, weather and other common mitigating factors.

**CONTRACT PERIOD – YEAR 1**

<b>Labour only - 7 days/week</b>	<b>A Estimated Time</b>	<b>B Year 1 Unit Rate</b>	<b>C Estimated Cost (A X B = C)</b>
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
<b>Vehicles, (includes driver acting as a mover/ installer/supervisor)</b>			
<b>Estimated Time</b>	<b>Year 1</b>		
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
<b>Equipment / Materials</b>			
<b>Estimated Amounts</b>	<b>Year 1</b>		
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
<b>Storage</b>			
<b>Estimated Space</b>	<b>Year 1</b>		
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
<b>Total Evaluated Price for Contract Period - Year 1 (excluding tax)</b>			<b>\$</b>



**OPTION PERIOD - YEAR 1**

<b>Labour only - 7 days/week</b>	<b>A Estimated Time</b>	<b>B Option Period Year 1 Unit Rate</b>	<b>C Estimated Cost (A X B = C)</b>
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
<b>Vehicles, (includes driver acting as a mover/ installer/supervisor)</b>	<b>Estimated Time</b>	<b>Option Period Year 1</b>	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
<b>Equipment / Materials</b>	<b>Estimated Amounts</b>	<b>Option Period Year 1</b>	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
<b>Storage</b>	<b>Estimated Space</b>	<b>Option Period Year 1</b>	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
<b>Total Evaluated Price for Option Period - Year 1 (excluding tax)</b>			<b>\$</b>



**OPTION PERIOD - YEAR 2**

<b>Labour only - 7 days/week</b>	<b>A Estimated Time</b>	<b>B Option Period Year 2 Unit Rate</b>	<b>C Estimated Cost (A X B = C)</b>
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
<b>Vehicles, (includes driver acting as a mover/ installer/supervisor)</b>			
	<b>Estimated Time</b>	<b>Option Period Year 2</b>	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
<b>Equipment / Materials</b>			
	<b>Estimated Amounts</b>	<b>Option Period Year 2</b>	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
<b>Storage</b>			
	<b>Estimated Space</b>	<b>Option Period Year 2</b>	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
<b>Total Evaluated Price for Option Period - Year 2 (excluding tax)</b>			<b>\$</b>



**OPTION PERIOD - YEAR 3**

<b>Labour only - 7 days/week</b>	<b>A Estimated Time</b>	<b>B Option Period Year 3 Unit Rate</b>	<b>C Estimated Cost (A X B = C)</b>
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
<b>Vehicles, (includes driver acting as a mover/ installer/supervisor)</b>			
	<b>Estimated Time</b>	<b>Option Period Year 3</b>	
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
<b>Equipment / Materials</b>			
	<b>Estimated Amounts</b>	<b>Option Period Year 3</b>	
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
<b>Storage</b>			
	<b>Estimated Space</b>	<b>Option Period Year 3</b>	
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
<b>Total Evaluated Price for Option Period - Year 3 (excluding tax)</b>			<b>\$</b>





**OPTION PERIOD - YEAR 4**

<b>Labour only - 7 days/week</b>	<b>A Estimated Time</b>	<b>B Option Period Year 4 Unit Rate</b>	<b>C Estimated Cost (A X B = C)</b>
Crew Supervisor	2,000	\$ /hour	
Movers/Installers	1,600	\$ /hour	
<b>Vehicles, (includes driver acting as a mover/ installer/supervisor)</b>			
<b>Estimated Time</b>	<b>Option Period Year 3</b>		
Truck - 5 Ton with hydraulic lift	200	\$ /hour	
<b>Equipment / Materials</b>			
<b>Estimated Amounts</b>	<b>Option Period Year 3</b>		
Rental of plastic storage bins approximately 3.2 cubic feet	100 bins	\$ /bin per day	
<b>Storage</b>			
<b>Estimated Space</b>	<b>Option Period Year 3</b>		
Warehouse storage and all related services calculated strictly on the amount of cubic feet of goods warehoused.	100 cubic ft per month	\$ /cubic ft per month	
<b>Total Evaluated Price for Option Period - Year 4 (excluding tax)</b>			<b>\$</b>

<b>INITIAL CONTRACT PERIOD</b>	\$
<b>OPTION PERIOD - YEAR 1</b>	\$
<b>OPTION PERIOD - YEAR 2</b>	\$
<b>OPTION PERIOD - YEAR 3</b>	\$
<b>OPTION PERIOD - YEAR 4</b>	\$
<b>TOTAL EVALUATED PRICE (excluding tax):</b> (i.e., sum of: Total Initial Contract Period + Total Optional Periods)	\$
<b>TAXES:</b>	\$
<b>TOTAL:</b>	\$