

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre
d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB, E3C 2M6

Email / Courriel : [DFOtenders-
soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

Comment - Commentaires :

**THIS DOCUMENT CONTAINS A
SECURITY REQUIREMENT**

**LE PRÉSENT DOCUMENT COMPORTE
UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ**

Title / Titre Office relocation, furniture installation, tenant accomodation support and warehouse storage services		Date July 5, 2023
Solicitation No. / N° de l'invitation 30004388A		
Client Reference No. / No. de référence du client(e) 30004388A		
Solicitation Closes / L'invitation prend fin At / à : 14:00 ADT (Atlantic Daylight Time) / HAA (Heure Avancée de l'Atlantique) On / le : July 20, 2022		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Karine Plante, Senior Contracting Officer Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 3

1.1 SECURITY REQUIREMENTS 3

1.2 STATEMENT OF WORK..... 3

1.3 SET-ASIDE FOR INDIGENOUS BUSINESS..... 3

1.4 DEBRIEFINGS..... 3

PART 2 - BIDDER INSTRUCTIONS 4

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS 4

2.2 SUBMISSION OF BIDS 4

2.3 ENQUIRIES - BID SOLICITATION 4

2.4 APPLICABLE LAWS 4

2.5 BID CHALLENGE AND RECOURSE MECHANISMS 5

PART 3 - BID PREPARATION INSTRUCTIONS..... 6

3.1 BID PREPARATION INSTRUCTIONS..... 6

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 7

4.1 EVALUATION PROCEDURES 7

4.2 BASIS OF SELECTION 7

PART 5 - CERTIFICATIONS..... 8

5.1 CERTIFICATIONS REQUIRED WITH THE BID..... 8

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION 9

PART 6 - RESULTING CONTRACT CLAUSES 16

6.1 SECURITY REQUIREMENTS 16

6.2 STATEMENT OF WORK..... 16

6.3 STANDARD CLAUSES AND CONDITIONS 16

6.4 TERM OF CONTRACT 17

6.5 AUTHORITIES 18

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 18

6.7 PAYMENT 19

6.8 INVOICING INSTRUCTIONS..... 20

6.10 APPLICABLE LAWS 21

6.11 PRIORITY OF DOCUMENTS 21

6.12 INSURANCE – G1005C (2016-01-28)..... 21

6.13 DISPUTE RESOLUTION..... 21

6.14 SACC MANUAL CLAUSES..... 22

6.15 ENVIRONMENTAL CONSIDERATIONS 22

ANNEX “A” STATEMENT OF WORK 23

ANNEX "B" BASIS OF PAYMENT 31

ANNEX "C" SECURITY REQUIREMENT CHECK LIST..... 35

ANNEX "D" EVALUATION CRITERIA 37

**ANNEX “E” FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY -
CERTIFICATION..... 41**



This bid solicitation cancels and supersedes previous bid solicitation number 30004388 dated June 16, 2023 with a closing of July 11, 2022 at 14H00 Atlantic Daylight Time.

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) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) of Public Works and Government Services Canada website.

1.2 Statement of Work

The Work to be performed is detailed under “Annex A” of the resulting contract clauses.

1.3 Set-aside for Indigenous Business

This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Indigenous peoples or for set-asides for small and minority businesses.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

1.4 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 or by telephone.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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 \(2023-06-08\)](#) 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 by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** 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

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

Section IV: Additional Information (one soft copy in PDF format)

Important Note:

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP. Emails with links to bid documents will not be accepted.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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 Basis of Payment in Annex "B"

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to annex "D".

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price -Canadian / Foreign Bidders

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

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 Additional Certifications Required with the Bid

5.1.2.1 Set-aside for Indigenous Business

1. This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.



4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
5. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of _____ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

Printed name of owner

Signature of owner

Date

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 provided 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 procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Security Requirement – Required Documentation

In accordance with the [requirements of the Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.



Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html).

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

5.2.4.3 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.4.4 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

5.2.4.5 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.4.6 Supplementary Contractor Information



Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

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

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.5 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: 2012-2](#) 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.



The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



**ATTACHMENT 1 TO PART 5
PERSONNEL IDENTIFICATION FORM**

Contract / file number: 30004388A

PROJECT TITLE: Office relocation, furniture installation, tenant accommodation support and warehouse storage services.

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____

ATTACHMENT 2 TO PART 5



LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



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

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

Security Clauses #5 – Access to sensitive information/assets up to **SECRET level at DFO site(s)**

- The supplier and its personnel who require access to classified information/assets must hold a valid **SECURITY CLEARANCE** at the **SECRET** level issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract or arrangement **MUST NOT** remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of Fisheries and Oceans Canada (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).
- The supplier must comply with the security requirements set by Fisheries and Oceans Canada that are contained in this contract or arrangement and any security attachment.

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

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

6.3.1.1 2010C (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of 2010C (2022-12-01), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010C 10 (2022-12-01) Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.



2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. deduction for holdback, if applicable;
 - k. the extension of the totals, if applicable; and
 - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

[4013](#) (2022-06-22), Compliance with on-site measures, standing orders, policies, and rules, 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 November 1, 2023 to October 31, 2024

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 **three (3)** additional year period 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 10 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: Karine Plante
 Title: Senior Contracting Officer
 Department: Fisheries and Oceans Canada
 Directorate: Materiel and Procurement Services
 Address: 301 Bishop Drive, Fredericton, NB, E3C 2M6
 Telephone: 506-377-9127
 E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.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 *(to be inserted at Contract award)*

The Project Authority for the Contract is:

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:

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

 Telephone: ____-____-_____
 Facsimile: ____-____-_____
 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

- 6.7.1.1** The Contractor will be paid for its cost reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are included, and Applicable Taxes are extra.

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

- 6.7.1.2** All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

- 6.7.1.3** Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

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

whichever comes first.

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

6.7.3 Methods of Payment



6.7.3.1 Monthly Payment

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

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

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.1.2 entitled “Invoice Submission” above. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to :

- DFO Accounts Payable : DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca
- AP Coder:
- Project Authority:

and provides the required information as stated in subsection 8.1 above.

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 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.



6.9.3 Indigenous Business Certifications

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

6.10 Applicable Laws

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

6.11 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 supplemental general conditions [4013](#) (2022-06-22), Compliance with on-site measures, standing orders, policies, and rules;
- (c) [2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Evaluation Criteria;
- (h) Annex E, Federal Contractors Program For Employment Equity - Certification;
- (i) the Contractor's bid dated _____ [insert date of bid](#).

6.12 Insurance – G1005C (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 Dispute Resolution

- (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](#)".

6.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [A7017C](#) (2008-05-12), Replacement of Specific Individuals

6.15 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.



ANNEX "A" STATEMENT OF WORK

MULTI-YEAR WEEKDAY DAYTIME/NIGHTTIME AND WEEKEND MOVER/INSTALLER CONTRACT

1.0 Scope

1.1 Title:

Provision of Services for Office Relocation, Furniture Installation, Tenant Accommodation Support, and Warehouse Storage Services.

1.2 Summary

The Chief Financial Officer (CFO) on behalf of the Department of Fisheries and Oceans and Canadian Coast Guard (DFO/CCG), has a requirement for the provision of relocation services of office equipment and furniture, furniture installation, general accommodation support, and possible warehouse storage services. These services include the installation and reconfiguration of panel systems. The work will be requested by an email request detailing the job requirements and may include requests during the day, evening, overnight or weekends.

1.3 Background, Assumptions and Specific Scope of the Requirement

One of the key roles for the National Capital Region (NCR) Real Property Environmental Management (RPEM) is to offer on-going accommodation support to DFO/CCG employees in a number of buildings within the NCR. Most all work is completed during normal working hours however there may be a case where work is required after hours or on weekends.

Furthermore, DFO/CCG may require support to complete some larger internal moves/reconfiguration projects throughout the contract period. The personnel are to accomplish various tasks servicing all DFO/CCG employees in the NCR. This work may be requested for any time during the week, day or night, weekday or weekends and consists of completing tasks associated to briefcase moves, regular moves and office case good relocation as well as installing white boards, picture frames etc.

While waiting for GC Workplace projects to be implemented, RPEM sometimes has a need to store previously purchased office furniture until it can be used for future modernizations.

1.4 Objectives of the Requirement

To maintain an efficient level of accommodation services and to ensure a safe, accessible and functional work environment by providing on-site additional resources on an "as-and-when is required" basis. This service must be provided directly and strictly to DFO/CCG at 200 Kent Street, 222 Nepean Street, 300 Laurier Avenue, and 200 Elgin Street.

1.5 Resources Requirement

Work Requests will be provided by the Facilities Management representative via a Task Request form.

Personnel assigned to this work must be movers and installers. They must possess the skills related to sequential packing, assembly and dismantling of storage and system units, and the installation of powered screens or integrated workstations.



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

Personnel shall have client orientation and interpersonal skills; they shall 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 personnel performing the Work shall:

- wear clothes appropriate for the environment as well as have personal suitability.
- be neat in appearance;
- adhere to dress code (casual clean, safety steel toe work boots having green tag label must be worn at all times during work hours); as required, and in accordance with the Canada Occupational Safety and Health Regulations.

Any person assigned to be the driver/mover must be able to work as both the driver of the moving vehicle as well as a mover.

Personnel Requirements:

- Daily Installer

One (1) Daily Installer will be posted at 200 Kent Street Monday to Friday between 08:00 and 16:00. The Daily Installer is responsible for completing the small moves, reconfigurations and daily tasks submitted through daily task requests at 200 Kent Street, 222 Nepean Street, 300 Laurier Avenue, and 200 Elgin as required. The Daily Installer must have a cell phone provided by their company in order to be reachable throughout the daily working hours.

Multiple Resources may be named as the Daily Installer and be posted on a rotational basis at the Contractor's discretion. The same resource does not have to be the same person each work day.

Resources identified as a Daily Installer must hold a valid Secret security clearance and meet the minimum requirements detailed in the Evaluation Criteria.

- Installation Crews

When requested, the Contractor will be responsible for providing sufficient Resources for tasks to complete the work within the required time frame described in the work request.

Each move or reconfiguration, regardless of how big or small, requires a crew supervisor and moving personnel that are knowledgeable in the disconnecting and reconnecting of desktop and laptop computer equipment.

Resources as part of the Installation Crew must have Reliability security clearance.

Tools and Other Resources:

The Contractor must provide all the resources, tools, lifting equipment and supplies, necessary to perform all tasks properly, efficiently and safely, at his own costs.

Example of Required Tools for the Daily Installer (This list is not all exhaustive):

- Robertson screwdrivers, sizes #6 and #8;



-
- Philips screwdrivers, sizes # 5 and #8;
 - Two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
 - Long needle nose pliers;
 - Vice grips;
 - Side cutters;
 - Metric and imperial wrenches (complete sets);
 - Rubber, claw and Ball Peen hammers;
 - Cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits, metal and wood drill bits and hole saws) with extra recharged batteries;
 - Metric and Imperial Allen keys (complete sets);
 - 100-foot measuring tape
 - 2' and 4' levels
 - Assortment of fasteners, wall plugs and picture hangers.

Required items for moves and reconfigurations (This list is not all exhaustive):

- 4-wheel padded dollies;
- screen carts;
- electronic/computer carts;
- floor protection sheets (i.e. aspenite or equivalent);
- corner protectors;
- shrink wrap;
- dollies;
- blankets/furniture pads.

Example of suitable mover's tool kit (This list is not all exhaustive):

- Robertson screwdrivers, sizes #6 and #8;
- Philips screwdrivers, sizes # 5 and #8;
- Two sizes of standard (flat head) screwdrivers, sizes #6 and #8;
- Long needle nose pliers;
- Vice grips;
- Side cutters;
- Metric and imperial wrenches (complete sets);
- Rubber and Ball Peen hammers;
- Cordless drill (with #6 and #8 Robertson screwdriver bits and Philips bits) with extra recharged batteries;
- Metric and Imperial Allen keys (complete sets);
- 100-foot measuring tape.

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.

Vehicles:

The Contractor, under its discretion, is responsible for providing a vehicle suitable for each project. It is expected that the Contractor will not use a vehicle larger for what is required. The largest vehicle that DFO's loading docks can accommodate is a five-ton truck.

The Contractor must provide sufficient clean furniture pads in each truck and wallboard as required.

The contractor must ensure that all vehicles are clean and in good working order.

2.0 Requirements



2.1 Tasks, Activities, Deliverables and Milestones

Relocation services include, but are not limited to, the moving of office furniture, workstation systems, office equipment, filing cabinets, IT equipment, monitors, boxes, and providing general accommodation supports. The Contractor's task encompass assembling and disassembling furniture, loading and unloading material, plus cleaning up the affected area at the end of each job/move.

Contractor activities/responsibilities:

- At the time of a defined job/move and when requested by the client, the contractor must identify any damaged furniture and items prior to the item being moved/repaired/installed. Any damage will be verified by the RPEM Project Officer.
- In the event of any damage or loss attributed to the Contractor during a job/move, the Contractor must repair or replace DFO/CCG furnishings, real property and/or equipment (including floor and wall finishes), within two (2) weeks notification by Canada of such damage, loss or if work is found to be unsatisfactory, it must be corrected at no additional cost to DFO/CCG.
- All work must be provided strictly in accordance with the "Hours of Work" condition specified herein in section 4.2, and the time frames specified on each individual Task Authorization request. The work schedule may be subject to change, in the event of unforeseen circumstances and as authorized by the RPEM Project Officer.
- The Contractor must supply the required personnel to complete the work identified in a timely and efficient fashion.
- Contractor and all crew must be able to understand architectural and furniture floor plans.

2.2 Specifications and Standards

The type of work to be done during working hours consists of small, medium and large office moves and furniture systems installations and reconfigurations. These systems are primarily, but not limited to, Corcan "eSpace", Global "Boulevard", Teknion "TOS", and Haworth "Places". Work also encompasses general accommodations support responsibilities such as deliveries of boxes/labels, room set-ups, surplus removal, servicing of defective/locked cabinets, pulling and returning of parts to and from DFO/CCG storage, installing whiteboards and monitors etc.

Moves can be described as follows:

Small Moves: 1 to 10 briefcase moves with limited reconfiguration such as moving several panels or removing a work surface.

Medium moves: 11 to 25 briefcase moves with moderate workstation reconfiguration such as changing the orientation of workstation(s) and/or removing or changing panels and work surfaces

Large moves: 26 briefcase moves and up with workstation reconfiguration as per drawings provided when applicable. In this case, drawings will be provided for all reconfiguration work.

2.3 Technical, Operational and Organizational Environment



All duties and tasks are to be performed in government office facilities including the basement storage areas and loading docks within these facilities. Usage of the freight elevator is mandatory when equipment, boxes and furniture are being moved.

2.4 Method and Source of Acceptance

Requests for services are provided by the Facilities Management Representative to the installer who will evaluate each work order individually and estimate the time/effort involved. The Facilities Management Representative will reserve the final decision as to whether the job will be done after receiving the cost estimation.

An acknowledgement of receipt is to be returned to the Facilities Management Representative within 48 hours of receipt.

2.5 Reporting Requirements

A timesheet form, provided by the Accommodation Representative, is to be filled out by the Contractor's personnel for individual jobs. It is the document used to record the hours of work that were delivered.

2.6 Specifications for Warehouse Storage Space

- Available for a minimum one (1) year lease
- Cost based on square footage used on a monthly basis
- Private and secure space
- Available and accessible year-round
- Within 50km of Ottawa, ON
- Indoor storage/warehouse space of a minimum of 5200 sq/ft
- Able to accommodate at minimum a 5ton truck for loading and unloading
- Minimum of one overhead door with a minimum clearance of 10 ft (including one (1) walk-through door
- Level access and solid concrete flooring
- Heated to a minimum of 10 degrees Celsius

2.7 Method and Source of Acceptance

Requests to remove or add items to the storage space would be done by a Facilities Management Representative to the winning bidder representative at a minimum one (1) week notice.

An acknowledgement of receipt is to be returned to the Facilities Management Representative within 48 hours of receipt.

2.8 Reporting requirements

A monthly statement reporting on the total square footage in use is to be provided to the Facilities Management Representative.



3.0 Other Terms and Conditions of the SOW

3.1 Contractors Obligations

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, at no additional cost.

Contractor must provide lifting equipment, skids, commercial racking, wrapping material, moving blankets, etc. for the proper storage and transportation of goods.

3.2 DFO Obligations

Real Property Facilities Management and Accommodations will:

- Provide a work point within 200 Kent in order to manage tasks assigned to the contractor.

3.3 Location of Work, Work Site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to work on this requirement must be ready to work in close and frequent contact with the Facilities Management Representative and other departmental personnel.

Work is to be dispersed within DFO/CCG premises in the NCR, on all DFO/CCG floors, lobby, and basement levels of these buildings. Headquarters is located at 200 Kent Street.

The Contractor will coordinate all work as per the instructions provided by the Accommodation Representative at Headquarters. Other locations include, amongst others, 222 Nepean, 300 Laurier, and 200 Elgin. The Contractor and its proposed personnel are responsible for their own travel expenses to and from Headquarters and the other building locations in the NCR.

3.4 Contractor Obligations

Bidders are to provide the following information

- Written description of how the requirements in section 2.1 Specifications are met
- Civic address of proposed location
- Age of dwelling and total floor area available for lease
- Photos of the site including interior and exterior of the building
- Type of heating
- Lease rate per square foot

3.5 Language of Work

The Contractor's personnel must have the ability to understand and to communicate in both official languages, English and French at an intermediate level.



LANGUAGE PROFICIENCY GRID			
	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> support opinions; and understand and express hypothetical and conditional ideas 	A person reading at this level can: <ul style="list-style-type: none"> understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> Write texts where ideas are developed and presented in a coherent manner.

3.6 Method of Transportation

The Contractor and its proposed personnel are responsible for transportation to and from the 4 work sites 200 Kent, 222 Nepean, 300 Laurier, and 200 Elgin.

3.7 Contractor Obligations for Storage

Bidders are to provide the following information

- Written description of how the requirements in section 2.2.1 Specifications are met
- Civic address of proposed location
- Age of dwelling and total floor area available for lease
- Photos of the site including interior and exterior of the building



- Type of heating
- Lease rate per square foot

4.0 Project Schedule

4.1 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Hours of Work:

Project based requests may be at any time during the day or night, weekday or weekend.

Additionally, a “daily installer” standing request may be instituted at any time for an on site mover/installer. In this situation, the hours will be determined by the Facilities Management Representative and may follow the standard operating hours of the DFO/CCG Facilities Management Team (8:00 – 16:00, Monday to Friday). The “daily installer” will not be required on all statutory holidays and/or building closures and as such no additional cost to be billed to DFO/CCG.



ANNEX "B" BASIS OF PAYMENT

Period of Contract : from November 1, 2023 to October 31, 2023

A Initial Contract Period: November 1, 2023 – October 31, 2023					
No.	Activity		Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	2,000	\$ _____	\$ _____
2.		Installation Crew Supervisor	800	\$ _____	\$ _____
3.		Installation Crew Helper(s)	2,200	\$ _____	\$ _____
4.		Cube Van with Driver	100	\$ _____	\$ _____
5.		Five-ton Truck with Driver	100	\$ _____	\$ _____
6.	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Daily Installer	0	\$ _____	\$ _____
7.		Installation Crew Supervisor	20	\$ _____	\$ _____
8.		Installation Crew Helper(s)	20	\$ _____	\$ _____
9.		Cube Van with Driver	20	\$ _____	\$ _____
10.		Five-ton Truck with Driver	20	\$ _____	\$ _____
11.	Storage space monthly rental		48,000.00 square feet (4,000.00 square feet per month x 12 months)	\$ _____ per square feet	\$ _____
Sub Total Excluding Taxes				\$ _____	\$ _____
Applicable taxes				\$ _____	\$ _____
All-Inclusive Maximum total Cost				\$ _____	\$ _____



Option year 1 : from November 1, 2024 to October 31, 2025

B Option Year 1: November 1, 2024 – October 31, 2025					
No.	Activity		Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	2,000	\$ _____	\$ _____
2.		Installation Crew Supervisor	800	\$ _____	\$ _____
3.		Installation Crew Helper(s)	2,200	\$ _____	\$ _____
4.		Cube Van with Driver	100	\$ _____	\$ _____
5.		Five-ton Truck with Driver	100	\$ _____	\$ _____
6.	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Daily Installer	0	\$ _____	\$ _____
7.		Installation Crew Supervisor	20	\$ _____	\$ _____
8.		Installation Crew Helper(s)	20	\$ _____	\$ _____
9.		Cube Van with Driver	20	\$ _____	\$ _____
10.		Five-ton Truck with Driver	20	\$ _____	\$ _____
11.	Storage space monthly rental		48,000.00 square feet (4,000.00 square feet per month x 12 months)	\$ _____ per square feet	\$ _____
Sub Total Excluding Taxes				\$ _____	\$ _____
Applicable taxes				\$ _____	\$ _____
All-Inclusive Maximum total Cost				\$ _____	\$ _____



Option Year 2 : from November 1, 2025 to October 31, 2026

C Option Year 2: November 1, 2025 – October 31, 2026					
No.	Activity		Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	2,000	\$ _____	\$ _____
2.		Installation Crew Supervisor	800	\$ _____	\$ _____
3.		Installation Crew Helper(s)	2,200	\$ _____	\$ _____
4.		Cube Van with Driver	100	\$ _____	\$ _____
5.		Five-ton Truck with Driver	100	\$ _____	\$ _____
6.	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Daily Installer	0	\$ _____	\$ _____
7.		Installation Crew Supervisor	20	\$ _____	\$ _____
8.		Installation Crew Helper(s)	20	\$ _____	\$ _____
9.		Cube Van with Driver	20	\$ _____	\$ _____
10.		Five-ton Truck with Driver	20	\$ _____	\$ _____
11.	Storage space monthly rental		48,000.00 square feet (4,000.00 square feet per month x 12 months)	\$ _____ per square feet	\$ _____
Sub Total Excluding Taxes				\$ _____	\$ _____
Applicable taxes				\$ _____	\$ _____
All-Inclusive Maximum total Cost				\$ _____	\$ _____



Option Year 3 : from November 1, 2026 to October 31, 2027

D Option Year 3: November 1, 2026 – October 31, 2027					
No.	Activity		Estimated* Maximum Level of Effort (hours)	Hourly Rate	Estimated Total Cost
1.	During Regular Hours 08:00 to 16:00 Monday to Friday	Daily Installer	2,000	\$ _____	\$ _____
2.		Installation Crew Supervisor	800	\$ _____	\$ _____
3.		Installation Crew Helper(s)	2,200	\$ _____	\$ _____
4.		Cube Van with Driver	100	\$ _____	\$ _____
5.		Five-ton Truck with Driver	100	\$ _____	\$ _____
6.	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Daily Installer	0	\$ _____	\$ _____
7.		Installation Crew Supervisor	20	\$ _____	\$ _____
8.		Installation Crew Helper(s)	20	\$ _____	\$ _____
9.		Cube Van with Driver	20	\$ _____	\$ _____
10.		Five-ton Truck with Driver	20	\$ _____	\$ _____
11.	Storage space monthly rental		48,000.00 square feet (4,000.00 square feet per month x 12 months)	\$ _____ per square feet	\$ _____
Sub Total Excluding Taxes				\$ _____	\$ _____
Applicable taxes				\$ _____	\$ _____
All-Inclusive Maximum total Cost				\$ _____	\$ _____

TOTAL

Contract Periods	Estimated Cost
Initial Contract Period: November 1, 2023 – October 31, 2023	\$ _____
Option Year 1: November 1, 2024 – October 31, 2025	\$ _____
Option Year 2: November 1, 2025 – October 31, 2026	\$ _____
Option Year 3: November 1, 2026 – October 31, 2027	\$ _____
Sub Total Excluding Taxes	\$ _____
Applicable Taxes	\$ _____
Estimated Total Including Taxes	\$ _____



ANNEX "C" SECURITY REQUIREMENT CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
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 Fisheries and Oceans Canada		2. Branch or Directorate / Direction générale ou Direction Real Property Environmental Management	
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 Weekday Daytime/Nighttime and Weekend Mover/Installer Contract			
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 type="checkbox"/> No Non	<input checked="" 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 checked="" type="checkbox"/> No Non	<input 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 commerciales 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" 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 SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET 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"/>	

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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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 COTE DE FIABILITE <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input checked="" 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 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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui <input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat
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 Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret		
											A	B	C					
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.
12. b) Will the document 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).

Security Classification / Classification de sécurité UNCLASSIFIED
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MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

It is mandatory that the following information be provided by the Supplier:

The Bidder must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

Proposals submitted for this requirement **must clearly demonstrate** that the Bidder meets all of the Mandatory Criteria. Failure to demonstrate this will result in the Proposal being deemed NON-COMPLIANT and given no further consideration.

Bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2013 to December 2013; project 2 timeframe is October 2013 to January 2014; the total months of experience for these two project references are seven (7) months.

No.	Mandatory Criteria	Meets Criteria (√)	Proposal Page No.
Corporate Criteria			
CM1	The Bidder must provide proof of Commercial General Liability Insurance. A scanned copy of the certificate of insurance must be included as part of the Technical Bid.		
CM2	The Bidder must provide proof of Workers Compensation Insurance. A statement of good standing or clearance certificate from the Workplace Safety and Insurance Board of Ontario must be included as part of the Technical Bid.		
CM3	The Bidder must identify at least four (4) Resources as the Daily Installers. CVs for those identified as Daily Resources must be provided for each person. CVs must include the following to demonstrate compliancy: <ul style="list-style-type: none"> • Name of employer or project organization authority; • Duration of employment / Project (Month and year); • Description of the activities performed by the Resource; • Names and series of furniture systems worked on (ie. CorCan, Global, Haworth, Teknion) 		



CM4	<p>The Bidder must identify at least one (1) Resource as a Crew Supervisor</p> <p>CVs for those identified as Crew Supervisors must be provided for each person. CVs must include the following the demonstrate compliancy:</p> <ul style="list-style-type: none"> • Name of employer or project organization authority; • Duration of employment / Project (Month and year); • Description of the activities performed by the Resource; • Names and series of furniture systems worked on (ie. CorCan, Global, Haworth, Teknion) 		
CM5	<p>The Bidder must clearly indicate in their proposal the language proficiency of the proposed resources to demonstrate they can provide services in both official languages</p>		
Personnel Criteria – Daily Installers			
P1M1	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in installing, disassembling, and/or moving the following furniture systems:</p> <ul style="list-style-type: none"> - CorCan; - Global; - Haworth; and/or - Teknion. <p>Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
P1M2	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in installing, assembling, disassembling officer furniture.</p> <p>Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
P1M3	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in moving furniture, boxes, IT equipment, monitors, etc.</p> <p>Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
P1M4	<p>All Proposed Resources identified as a Daily Installer must have 12 months of recent experience in hanging pictures, whiteboards, flat screen televisions, and other office installations.</p> <p>Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
Personnel Criteria – Crew Supervisors			
P2M1	<p>All Proposed Resources identified as a Crew Supervisor must have 12 months experience in installing, disassembling, and/or moving the following furniture systems:</p> <ul style="list-style-type: none"> - CorCan; - Global; - Haworth; and/or 		



	<p>- Teknion. Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
P2M2	<p>All Proposed Resources identified as a Crew Supervisor must have 12 months experience in installing, assembling, disassembling officer furniture. Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
P2M3	<p>All Proposed Resources identified as a Crew Supervisor must have 12 months experience in moving furniture, boxes, IT equipment, monitors, etc. Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		
P2M4	<p>All Proposed Resources identified as a Crew Supervisor must have 12 months experience in hanging pictures, whiteboards, flat screen televisions, and other office installations. Recent is defined as within 36 months of the bid closing date. A copy of the proposed resources resume must be provided to demonstrate this experience</p>		



ANNEX "E"

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)