



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

Innovation Science and Economic Development Canada

Contracting and Procurement Unit/
Unité des contrats et de l'approvisionnement

cmmbidreceiving-receptiondesoffrescgm@ised-
isde.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To:

We hereby offer to sell to Canada 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.

Instructions: See Herein

Proposition à: ISED Canada

Instructions : Voir aux présentes

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).

Comments - Commentaires

**This document contains a
Security Requirement**

**Vendor/Firm Name and address
Raison sociale et adresse du
Fournisseur/de l'entrepreneur**

Issuing Office – Bureau de distribution
ISED Canada
Contracting and Procurement Unit
235 Queen Street
Ottawa, Ontario K1A 0H5

Title – Sujet OFFICE RELOCATION, INSTALLATION AND RELATED SERVICES.	
Solicitation No. – N° de l'invitation ISED 206480	Date September 1, 2023
Solicitation Closes – L'invitation prend fin at – 2 :00 PM on – October 16, 2023	Time Zone Fuseau horaire Eastern Standard Time
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Contracting Authority Ms. Shelley Bailey	
Telephone No. – N° de téléphone : (343) 596-3640	FAX No. – N° de FAX N/A
E-mail address – Adresse courriel : cmmbidreceiving-receptiondesoffrescgm@ised-isde.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



REQUEST FOR PROPOSAL (RFP)

OFFICE RELOCATION, INSTALLATION AND RELATED SERVICES

SERVICES TO BE PROVIDED TO:

Innovation Science and Economic Development (ISED)

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

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



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PART 1 - GENERAL INFORMATION

1.1 Security Requirement

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

1.2. Statement of Work (SOW)

1.2.1 Summary

ISED located at 235 Queen Street, Ottawa and also Place du Portage, Phase 1, 50 Victoria St, Gatineau, PQ, requires the services of a Contractor to provide moving, transportation and installation services for various 'as and when requested' requirements. These services will be required within the National Capital Region (NCR), for the period of October 1, 2023 to September 30, 2024 with four (4) optional one (1) year periods available.

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 Acquisitions and Clauses Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement 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 (2022-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2 Submission of Bids

Bids must be submitted only to the CMM Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

For this bid solicitation ISED will only be accept bids by electronic mail (e-mail), 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.



2.4 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separate attachments as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section I: Technical Bid

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

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

Section II: Financial Bid

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

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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



4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

	Mandatory Criteria	Compliance	Yes or No
M1	The bidder must provide proof of certification up to two (2) five (5) ton trucks, with a walk-board or a hydraulic tailgates. Truck height is not to exceed 3.948 meters (12 feet 6 inches) and length of 30 feet (van body).	<i>To be compliant vendor must show proof of ownership of Two plus (2+) vehicles with specs etc.</i>	
M2	Contractor must be able to provide a minimum of ten (10) experienced office movers (<i>minimum 6 months experience in the last 5 years</i>) in installation, dismantling and reconfiguration of the free standing, interlocking furniture and screen systems. Names of installers and experience to be provided.	<i>To be compliant vendor must provide a list of staff noting their years of experience in office moving. (minimum 6 months experience in the last 5 years.) Previous work Experience MUST NOT INCLUDE any term of service for ISED and CIPO.</i>	
M3	Contractor must be able to provide a minimum of ten (10) experienced installers (<i>minimum 6 months experience in the last 5 years</i>) in installation, dismantling and reconfiguration of the free standing, interlocking furniture and screen systems. Names of installers and experience to be provided.	<i>To be compliant vendor must provide a list of installer staff noting their years of experience in systems furniture installation (minimum 6 months experience in the last 5 years.) Previous work Experience MUST NOT INCLUDE any term of service for ISED and CIPO.</i>	
M4	Contractor must be able to provide at least 2 regularly appointed installers to be maintained throughout the duration of the contract in order that the client can use them independently without constant supervision.	<i>To be compliant – Contractor must have two (2) fully equipped resources with tool kits as per specification in Annex E-1 Scope of Work; possessing and supplying PSPC certification proof of Reliability Security level clearance with the Federal Government of Canada at time of bid closing. Please provide</i>	



		<i>names and their security level and ID. Previous work Experience MUST NOT INCLUDE any term of service for ISED and CIPO.</i>	
M5	The proposed Contractor must possess a Reliability Security Clearance Level with the Federal Government of Canada.	<i>To be Compliant – The Bidder and Contractors must hold a valid Reliability Security Clearance at bid closing. The Bidder must provide proof of a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).</i>	
M6	The Contractor must provide a Certificate of Insurance evidencing the insurance coverage as stipulated with bid solicitation document upon bid closing.	<i>To be Compliant – must provide evidence of insurability document</i>	

4.1.2 Financial Evaluation

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

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

4.2 Basis of Selection

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

4.3 Security Requirement

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

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



- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

4.3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 – CERTIFICATIONS

5.1 Please refer to ANNEX "E-4" – CERTIFICATIONS for further details

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 206480

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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



6.3.2 SACC Manual Clauses

6.3.2.1 Replacement of Specific Individuals

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

6.3.2.2 Canadian Content Certification

- i) The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T (2020-07-01)
1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [Canada-United States-Mexico Agreement \(CUSMA\)](#) Rules of Origin. For the purposes of this determination, the reference in the CUSMA Rules of Origin to "territory of one or more of the Parties" is to be replaced with "Canada". (Consult [Section 3.130](#) and [Annex 3.6](#) of the Supply Manual for further information.)
 2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
 3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
 4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.



5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above). For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

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

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

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from November 1, 2023 to October 31, 2024 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to Four (4) additional One (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least Sixty (60) 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:

Shelley Bailey
Contracting & Procurement Officer / Agent des marchés et des achats
Corporate Management Sector/Contract & Material Management
Innovation, Science and Economic Development Canada / Innovation, Sciences et Développement économique Canada
235 Queen Street / 235 rue Queen
Ottawa, Ontario, K1A 0H5

shelley.bailey@ised-isde.gc.ca
Work Cellular : 343-596-3640



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:

Name: (will be named upon issuance of contract award)

Title:

Phone Number:

Email:

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.

6.6 Payment

6.6.1 Basis of Payment

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

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

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

6.6.3 T1204 - Direct Request by Customer Department

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

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

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



6.7 Invoicing Instructions

6.7.1 Terms of Payment-Method of Payment - Monthly

H1008C (2008-05-12) 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.

6.7.2 Limitation of Expenditure - C6001C (2017-08-17)

SACC Manual Clause – C6001C (2017-08-17) Canada's total liability to the contractor under the contract must not exceed \$ XXXXXXX, Customs duties are included and applicable taxes are extra.

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.

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 Invoicing Instructions

H5001C (2008-12-12) 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 with:

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

Payment will only be made upon submission of an invoice to the satisfaction and acceptance of the respective Client Department Project Authority.

The original of each invoice must be sent electronically; monthly, within five (5) working days from the end of each month to:

Department/Agency Name: (to be determined on award of contract)
Address: (to be determined on award of contract)



Telephone: (to be determined on award of contract)

Fax: (to be determined on award of contract)

E mail (to be determined on award of contract)

Attention: (to be determined on award of contract)

6.8 Certifications

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) SACC Manual Clauses 2010C (2022-12-01) General Conditions – Medium Complexity
- (c) Annex E-1, Statement of Work;
- (d) Annex E-2, Basis of Payment;
- (e) Annex E-3, Security Requirements Check List;
- (f) Annex E-4, Certifications;
- (g) Annex E-5, Insurance Requirements;
- (h) the Contractor's bid dated (*at time of contract award*)

6.11 Insurance Requirements

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

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

The Contractor must show a Certificate of Insurance evidencing the insurance coverage as stipulated in Mandatory requirements with bid solicitation document upon bid closing. Coverage must be placed with an Insurer licensed to carry out business in Canada.



6.12 Task Authorization (TA)

- a. **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract on an “as-and-when-requested basis” using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

Assessment of Resources Proposed at TA Stage: Processes for issuing, responding to and assessing Task Authorizations are further detailed below. Any additional resource requested must meet all mandatory criteria and meet the minimum pass mark in the point-rated criteria as specified in the RFP.

b. **Form and Content of Task Authorization :**

The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization.

The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable :

- A. a task number;
 - B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - C. the details of any financial coding to be used;
 - D. the category of resources and the number required;
 - E. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - F. the start and completion dates;
 - G. milestone dates for deliverables and payments (if applicable);
 - H. the number of person-days of effort required;
 - I. whether the work requires on-site activities and the location;
 - J. the language profile of the resources required;
 - K. the level of security clearance required of resources;
 - L. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - M. any other constraints that might affect the completion of the task.
- c. **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within two (2) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.



d. Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:

To be validly issued, a TA must include the following signature(s):

- A. all TAs must be signed by the Technical Authority and the Contracting Authority.

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

- e. **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex B. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).



ANNEX "E-1"

STATEMENT OF WORK

Project Title

Moving, installation, relocation Services for ISED/CIPO National Capital Region locations.

Background Information:

Corporate Facilities Directorate (CFD) within Innovation, Science and Economic Development Canada's Corporate Management Sector (CMS) provides moving and installation services of items such as office furniture and workstations for all buildings that ISED occupies within the National Capital Region. Canadian Intellectual Property Office (CIPO) provides the same moving and installation services for their location at Place du Portage Phase I, Gatineau, QC.

Project Requirement / Objective:

The Contractor will perform on an "as and when requested" basis a wide variety of moves and displacements of furniture, furnishings, cabinets, chairs, boxed documents, IT equipment, appliances (fridges/ microwaves), etc. The contractor will also be required to deliver and place boxed documents or other material on warehouse shelving (off-site warehouse) and will also make a variety of adjustments and re-configurations to a variety of products/ companies of system furniture (panel based screens, desks and furnishings), in accordance with plans and designs provided by ISED and CIPO CFD.

Scope of Work / Tasks:

The Contractor will be responsible for providing moving, relocation services, but not limited to the, transportation and installation services, on an "as and when requested" basis, as described herein. The Contractor is responsible for determining how many movers, installers and coordinator/ team leader/ supervisor are required according to the job unless specified by ISED / CIPO Project Officer.

Contractor is to provide the necessary transport vehicles to be used for the moving services when transferring material, furniture and/ or equipment from one location to another off-site location.

Contractor is to provide the necessary transport vehicles to be used for the moving services. The average size truck required is either a 5 ton truck (6800 kg) or a Cube van; in some instances a Cargo van may be deemed suitable. The contractor will ensure that all vehicles are clean and in good working order.

The Contractor must ensure that drivers are licensed to operate a motor vehicle. As well, the Contractor, drivers and other staff must be trained and experienced as movers and installers.

The Contractor must provide back-up vehicle within two (2) hours, in case of vehicle breakdown.

The contractor must provide transportation of its employees from company headquarters to ISED/CIPO job site and vice versa. However, for in-house moves/ installations when no vehicles are necessary, a truck might be required to bring material/ equipment for a specific project such as dollies, lifts, tools, etc. Also, only one vehicle to bring personnel will be accepted.



Contractor is responsible to assume any permits or parking related fees associated with loading, unloading, pick up and deliveries.

Contractor is to provide all the equipment necessary for the moving of heavy equipment (i.e. two-wheelers, straps, pads, bars, etc.) and must also provide tools and equipment related to the installation/ reconfiguration of system furniture as listed below:

- a minimum of 200 dollies (4 casters, carpeted);
- a minimum of 50 clean blankets;
- a minimum of 10 computer carts;
- a minimum of 10 screen carts;
- a minimum of 5 open bins (4 casters);
- a minimum of 300 disposable cardboard library boxes;
- Dollies, blankets, shrink wrap and all necessary tools/equipment to properly and safely complete the work as directed by the customer;
- a minimum of one (1) pump truck; and
- a minimum of one (1) forklift.

The Contractor must possess tool kits for each installer coming to the site and must consist of the following:

- Square head screwdrivers, sizes #1, #2 & #3
- Star head screwdrivers, sizes #1, #2 & #3
- Two sizes of standard (flat head) screw drivers
- Stubby square head screwdriver, size #2
- Long nose pliers
- Vice grips
- Side cutters
- Metric and Imperial wrenches (complete sets)
- Rubber and Ballpeen hammers
- Cordless drill with extra recharged batteries (with #1, #2 & #3 square head and star head screwdriver bits)
- Metric and Imperial Allen keys (complete key sets)
- Vacuum
- Crowbar
- Level
- Plug tester
- 50 feet Measuring tape
- Appropriate tools for Teknion, Corcan, Hayworth, Steelcase or other types of suppliers screens.

Personnel shall display the Contractor's name or logo on the outer garment for identification purposes.

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

The Contractor must be able to provide a minimum of ten (10) experienced movers and a minimum of five (5) installers, who must have experience in installation, dismantling and reconfiguration of the following interlocking furniture and workstation systems: Teknion, Steelcase, Arteif, CorCan, Global, Haworth & Proform and/ or other workstation systems. Names of installers with certification and experience required.

As required, the Contractor may be asked to provide on-site temporary staff for a limited period (e.g. during summer vacation) to supplement the ISED and CIPO Accommodations unit.

The Contractor will ensure that one person is assigned as a coordinator/ team leader/ supervisor who verifies that the employees have reported for duty and do not leave until advised by the client that the work has been completed. The contractor must provide a list of movers/ employees and identify a coordinator, team leader and/ or supervisor (with coordinates) at least 48 hours prior to the beginning of the project.



At the time of a defined move and when requested by the Client, the Contractor shall prepare a furniture and effects list identifying on this list any items found to be in damaged condition prior to the move. Any damage is to be verified by the project Authority, prior to the item being moved.

In the event of any damage or loss attributed to the Contractor during a move, the Contractor 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.

The Contractor must be capable of providing an adequate number of movers/ installers during regular hours (Monday to Friday, 7:00 am to 5:00 pm), outside regular working hours (Monday to Friday, after 5:00 pm) and on week-ends / holidays (Saturday, Sunday and Statutory holidays), if and when requested.

The Contractor must be capable of providing packing laborers (on-site productive labor) if requested, during regular working hours (Monday to Friday, 7:00 am to 5:00 pm), outside regular working hours (Monday to Friday, after 5:00 pm), and on week-ends / holidays (Saturday, Sunday, and Statutory holidays), if and when requested.

The Client (ISED/CIPO), if needed and available, shall provide the necessary electric forklift however contractor must provide certified employees/ movers to use said forklifts. Certified employees/ movers shall be expected to utilize the forklift at our warehouse sites and Place du Portage which will form part of his/her duties.

When required by Project Authority, the Contractor is requested to send a representative to visit the move sites and perform an on-site survey of items to be moved. The representative and the Project Authority must make an inventory list of the goods to be moved and make note of the condition of the goods on the list, verifying that everything is completely listed. As well, the representative, along with the Project authority, should physically inspect all items prior to the move and keep track of any special instructions, especially for articles that may need to be moved into the building first and ensure that they are loaded accordingly.

The Contractor must provide price quotations, as requested by the Project Authority, at no additional expense. Each price quote must identify the following:

- Breakdown of the number of hours for installing, moving and packing labor;
- Truck and driver charges; Driver rates are only applicable when driving (i.e. from company HQ/ warehouse to project site). Once on site, if the driver is to remain to conduct moving/ installing services, we require to be charged at a moving / installers rate.
- Storage and holding charges, if applicable.
- An estimate of cost for the requested moving services.
- 3 possible dates for the move in order to give latitude to CIPO;
- Once project/ job is completed, the invoice will reflect the quote and have the same details.

The Contractor must ensure that the response time for a call made by the Project Authority does not exceed forty-eight (48) hours from receipt of the telephone or email enquiry.

Moving company must complete the tasks/ services required up to a maximum 5 business days after initially responding to the email of the move/ installation request.

Moving company to provide an estimated time of arrival (ETA) and respect this deadline unless for some unforeseen and exceptional circumstance.

Contractor's staff to pick up remaining old unused boxes, wrapping plastic film and/ or other garbage after they are done and dispose in appropriate on-site containers.

The Contractor agrees to provide the services stated in the quote. Any additional work must have the Project Authority's written approval prior to commencing the additional work. No deviations from the above price quotation procedure will be accepted.



Access to Building: The Contractor shall define and ensure that all access requirements have been arranged with the Project Authority. This includes access to the building, elevators, loading areas, locked passage doors, etc.

Deliverables / Timelines:

As and when moving/ installing services are requested and required by client (CIPO). For these services, Project Authority will sign off on the documents to indicate that the services were carried out as specified.

Constraints: N/A

Client Support: N/A

Work Location:

All work will be performed within the National Capital Region (NCR).
The Contractor will be required to work onsite at the following location:

ISED main Ottawa HQ
235 Queen Street, Ottawa, Ontario

CIPO main NCR HQ
Place du Portage, Phase I, 50 Victoria Street, Gatineau, QC

St. Joseph Warehouse
1040 Boulevard Saint-Joseph, Gatineau, QC

Tunney's Pasture
161 Goldenrod, Ottawa Ontario
and/ or other CIPO office buildings or warehouses that may be acquired within the NCR.

Period of Contract:

The period of the contract shall be from November 1, 2023 until October 31, 2024 with optional years as noted in section 6.4.1 Period of the Contract.

Official Languages: French and/ or English

Travel:

There is no travel associated with this requirement. Any travel incurred as part of the contract must be at the contractor's expense.



ANNEX "E-2"

BASIS OF PAYMENT – INITIAL YEAR

ANNEX "E-2"							
BASIS OF PAYMENT							
Firm Price:							
Proposed firm price is to be expressed in Canadian Dollar, GST, HST extra (if applicable). A breakdown of the firm price must be used. The minimum call-up period will be three hours. All claims, above and beyond a three (3) hour minimum order time period will be for on-site hours only and will be calculated to the next 15 minutes.							
The quoted unit rates can be no higher than the Ceiling Unit Rates initially quoted and included in the Supply Arrangement							
Service Item	Unit Rate (within normal working hours) \$/per hour	Usage (within normal working hours) total number of hours	Total (within normal working hours)	Unit Rate (outside normal working hours (Unit Rate x 1.5)	Usage (Outside normal working hours - Total number of hours - if applicable)	Total (outside normal working hours)	Extended Price
A- Labour Category							
1. Crew Supervisor	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
2. General Movers	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
3. Installers	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
B- Vehicule, including driver							
4. Cube Van including one driver (mover)	\$0.00		\$0.00				\$0.00
5. Truck min Gross Vehicle Weight Registered (GVWR) 6,800 KG. with or without Hydraulic lift, including one driver (mover)	\$0.00		\$0.00				\$0.00
6. Tractor trailer, with one driver (mover)	\$0.00		\$0.00				\$0.00
C- Warehousing							
	\$/per cubic foot, per day	Total number of cubic feet	Total number of days				
7. Warehousing storage and all related services, strictly on the amount of cubic feet of goods warehoused (per cu ft).	\$0.00		\$0.00				\$0.00
D- Packing Materials and Supplies							
	Unit rate per bin per week or per cardboard box (including labels and tape)	Total number of bins required or cardboard boxes (including labels and tape)	Total number of week(s) required for bins				
8. Cardboard Boxes (2.2 cu ft. Capacity, including labels and tape	\$0.00						\$0.00
9. Plastic Bins (minimum dimension is 25"x16"x12' / 27 cubic feet') with lids, labels and security ties. Price per week with one week minimum.	\$0.00						\$0.00
Per bin to keep bin	\$0.00						
Total Firm (Firm price us the Total Price)							\$0.00



Option YEAR 1

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



Option YEAR 2

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



Option YEAR 3

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



Option YEAR 4

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



ANNEX "E-3"

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
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			
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.			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?			No Non <input checked="" 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	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable À ne pas diffuser Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion Restricted to: / Limité à : 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	PROTECTED A PROTÉGÉ A
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE	PROTECTED B PROTÉGÉ B
PROTECTED C PROTÉGÉ C		NATO CONFIDENTIAL NATO CONFIDENTIEL	PROTECTED C PROTÉGÉ C
CONFIDENTIAL CONFIDENTIEL		NATO SECRET NATO SECRET	CONFIDENTIAL CONFIDENTIEL
SECRET SECRET		COSMIC TOP SECRET COSMIC TRÈS SECRET	SECRET SECRET
TOP SECRET TRÈS SECRET			TOP SECRET TRÈS SECRET
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)



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 No Yes
Non Oui
Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document
Number / Numéro du document :

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

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

<input checked="" type="checkbox"/>	RELIABILITY STATUS DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECRET COTE TRÈS SECRET
	TOP SECRET– SIGINT SECRET – SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	COSMIC TOP SECRET TRÈS COSMIC TRÈS SECRET
	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? No Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposerait-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui



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 CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Données/actifs - Binary Production		✓														
IT Media / Support IT		✓														
IT Link / Lien éléctronique																

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 "E-4"

CERTIFICATIONS

1. Experience

The Bidder certifies that all the information provided with its bid, particularly the information pertaining to experience and work history, (**NOT INCLUDING THAT OF ISED OR CIPO**) has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting Contract.

Signature of authorized Representative

Date

2. Status and Availability of Resources

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

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

Signature of authorized Representative

Date

3 Canadian Content Certification

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

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

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



Canadian Content Certification

3.4 This procurement is solely limited to Canadian services.

The Bidder certifies that:

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

Canadian service: A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.



ANNEX "E-5"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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



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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

All Risk Property Insurance

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

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - (b) Loss Payee: Canada as its interest may appear or as it may direct.
 - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



Warehouseman's Legal Liability Insurance

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

All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$250,000 per shipment. Government 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 Risk Property in Transit insurance must include the following:
 - (a) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
 - (b) Loss Payee: Canada as its interest appears or as it may direct.
 - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Federal Government Department who issued the call up document and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.



2. The policy must include the following:

- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Accident Benefits - all jurisdictional statutes
- (c) Uninsured Motorist Protection
- (d) Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.

Additional Insurance

Notwithstanding the Contractor's requirement to maintain insurance pursuant to Annex "E-5", the Identified User hereby reserves the right to make a special declaration for goods whose value exceeds the Contractor's limit of insurance coverage. Upon such a declaration, the Contractor must provide a separate estimate and the Identified User must be responsible for the additional premium.