



**Royal Canadian Mounted Police
Gendarmerie royale du Canada**

**Bid Receiving/Réception des soumissions
RETOURNER LES SOUMISSIONS A:**

RETURN BIDS TO:

RCMP "H" Division HQ
RCMP Mailstop # H-066
80 Garland Avenue
DARTMOUTH, NS B3B 0A7

**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRE À COMMANDES**

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

Proposition aux: Gendarmerie royale du Canada

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

Comments – Commentaries

**Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur**

Telephone N no de téléphone:

Title-Sujet	
General Maintenance Standing Offer – Nova Scotia	
Solicitation No. - No. de l'invitation	Date
7195228	March 5, 2014
Client Reference No. - No. De Référence du Client	
N/A	
Solicitation Closes at/on - L'invitation prend fin	
at - à 02:00 PM Atlantic Daylight Saving Time ADT	
on - le March 25, 2014	
F.O.B. - F.A.B.	
Destination	
Address Enquiries to: - Adresser toutes questions à:	
Janine Myers Janine.myers@rcmp-grc.gc.ca	
Telephone No. - No de telephone	Fax No. - N° de FAX:
902-720-5107	902-426-7136
Bid Receiving Unit	
See Herein	
Delivery Required - Livraison exigée:	Delivery Offered - Livraison proposée
See Herein	See Herein
Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
_____	_____
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Commercial General Liability Insurance

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

List of Annexes:

- Annex A -Statement of Work
Annex B - Basis of Payment
Annex C -Security Requirements Checklist



PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into seven parts:

- Part 1: General Information: provides a general description of the requirement;
- Part 2: Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3: Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

Royal Canadian Mounted Police have a requirement for a Standing Offer Agreement to provide maintenance services in Nova Scotia. Work under this Standing Offer Agreement comprises the furnishings of all labour, material, equipment, tools and supervision required to provide various maintenance services including, but not limited to, electrical, plumbing, carpentry, painting, welding etc. on an as and when requested basis. The period for placing call-ups and rendering services against this Standing Offer is from May 1, 2014 to April 31, 2015 inclusive with two (2) options to extend the term of the Standing Offer, each for an additional twelve (12) month period.

The period of this Standing Offer is one (1) year, with the two (2) options to renew the period of the Contract, each for an additional one (1) year period.

There is a Security Requirement associated with this Standing Offer. Please see attached SRCL. RCMP Reliability Status is required for all contractors.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada
Gouvernement du Canada

Solicitation No. / No de l'invitation:
7188575

person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](#) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 4.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days Insert: ninety (90) days

2. Submission of Offers

Offers must be submitted only to Royal Canadian Mounted Police (RCMP) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to RCMP will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered. Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Certifications

Offerors must submit the certifications required under Part 5.



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada
Gouvernement du Canada

Solicitation No. / No de l'invitation:
7188575

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.

Offers will be evaluated on the total aggregate price based on the total estimated usage figures provided for the initial year and the option years. Bidders may provide pricing for any or all of the Districts, each District will be evaluated separately.

The estimated usage figures are estimates only, and do not infer that the quantities for that item will be utilized, or that they may not be exceeded.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive tender with the lowest price will be recommended for award of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including Applicable Taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed



form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

1.2 Former Public Servant Certification

Contracts with 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 with FPS, offerors must provide the information required below.

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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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, in the context of the fee abatement formula, 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

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()



If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

1.3 Trade Certificates

Trade certificates for each individual trade outlined in the Basis of Payment (Annex B) shall be received prior to the award of any Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:

(a) the Offeror must hold a valid organization security clearance as indicated in Part 7A Standing Offer;

3. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

2. Commercial General Liability Insurance

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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada
Gouvernement du Canada

Solicitation No. / No de l'invitation:
7188575

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

There is a Security Requirement associated with this Standing Offer. Please see attached SRCL. RCMP Reliability Status is required for all contractors.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

- 2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Delete Reference to "Public Works and Government Services Canada" and substitute with the following: Royal Canadian Mounted Police.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from May 1, 2014 up to and including April 31, 2015 inclusive.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional 1 (one) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer. The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority for the Standing Offer is:

Name: Janine Myers

Title: Senior Contracting Manager

Royal Canadian Mounted Police

Telephone: (902) 720-5107

Facsimile: (902) 426-7136

E-mail address: janine.myers@rcmp-grc.gc.ca. The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: Marion Leightizer



Telephone : (902) 720-5437
E-mail address: marion.leightizer@rcmp-grc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

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

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Assets & Procurement, RCMP.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$(to be determined at award).

8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$(to be determined at award), unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized. The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012/03/02), General Conditions - Standing Offers Goods or Services
- d) the general conditions 2010C (2012/03/02);
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment (if applicable)
- g) Annex C, Security Requirements Check List
- h) the Offeror's offer _____ "as amended _____.

10. Certifications

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada
Gouvernement du Canada

Solicitation No. / No de l'invitation:
7188575

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer, to the satisfaction of the Standing Offer Authority.

2. Standard Clauses and Conditions

General Conditions

- 2010C (2012-03-02), General Conditions - Medium Complexity apply to and form part of the Contract.

4. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

.1 All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

.2 The Crown will not accept any travel and living expenses incurred by any contractor as a consequence of any relocation required to satisfy the terms of any resulting contract.

.3 All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada. The estimated GST or HST of (to be determined) is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separated item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Customs and Revenue Agency any amounts of GST or HST paid or due.

.4 There will be no hourly rate adjustment provided for either legislated minimum wage increases or employer contributions.

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$(to be determined at award), Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the contract expiry date, or

(c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first. 3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required.



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada

Gouvernement du Canada

**Solicitation No. / No de l'invitation:
7188575**

Provision of such information by the Contractor does not increase Canada's liability.

4.3 Method of Payment

.1 Payment by Canada to the Contractor for the Work shall be made within:

(a) thirty (30) days following the date on which all of the Work has been delivered at the delivery point specified in the Contract, not the ultimate destination, and all other Work required to be performed by the Contractor under the terms of the Contract has been completed; or

(b) thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the Contract; whichever date is the later.

.2 If Canada has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt, Canada shall notify the Contractor of the nature of the objection. "Form of the invoice" means an invoice which contains or is accompanied by such substantiating documentation as Canada requires. Failure by Canada to act within fifteen (15) days will only result in the date specified in subsection 1 the clause to apply for the sole purpose of calculating interest on overdue accounts.

5. Invoicing Instructions

.1 Payment will only be made on receipt of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract.

.2 Invoices should be submitted on the last business day of each month to the Regional Health Services Administration Manager. Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- (a) company name and address;
- (b) File Number, Contract Serial Number, and Financial Code;
- (c) destination;
- (d) hourly rate, number of hours, labour cost;
- (e) cost of materials;
- (f) Goods and Services Tax;
- (g) Harmonized Sales Tax;
- (h) Client Reference Number (CRN);
- (i) Procurement Business Number (PBN).



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada Gouvernement du Canada

Solicitation No. / No de l'invitation:
7188575

ANNEX "A" STATEMENT OF WORK

Please see attachment



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government
of Canada

Gouvernement
du Canada

**Solicitation No. / No de l'invitation:
7188575**

ANNEX "B" BASIS OF PAYMENT

EVALUATION

Firm all inclusive rates, including overhead, profit and all related costs for the services as described in the attached Statement of Work. A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive (please see mandatory certifications - Part 5). The responsive tender with the lowest price will be recommended for award of a contract.

The Crown will not accept any travel and living expenses incurred by any contractor as a consequence of any relocation required to satisfy the terms of any Standing Offer resulting from this Solicitation document.

The Contractor will be paid in accordance with the following for work performed pursuant to any resultant Standing Offer.

Each District will be evaluated separately, and you may submit pricing for any or all Districts. The Contractor with the lowest total aggregate price will be recommended for the award of a Standing Offer, and a separate Standing Offer will be awarded for each district.



ANNEX "B" BASIS OF PAYMENT

NORTHEAST NOVA DISTRICT (Excluding Cape Breton)

PRICING TABLE

*Pricing to cover the period of May 1, 2014 – April 31, 2015
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)*

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (1)



Pricing to cover the period of May 1, 2014 – April 31, 2015
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (2)



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Government of Canada
 Gouvernement du Canada

Solicitation No. / No de l'invitation:
 7188575

Pricing to cover the period of May 1, 2015 – April 31, 2016 (Option Year One)
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (3)



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada / Gouvernement du Canada

Solicitation No. / No de l'invitation: 7188575

Pricing to cover the period of May 1, 2015 – April 31, 2016 (Option Year One)
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (4)



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Government of Canada /
 Gouvernement du Canada

Solicitation No. / No de l'invitation:
 7188575

Pricing to cover the period of May 1, 2016 – April 31, 2017 (Option Year Two)
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (5)



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada / Gouvernement du Canada

Solicitation No. / No de l'invitation: 7188575

Pricing to cover the period of May 1, 2016 – April 31, 2017 (Option Year Two)
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Table with 5 columns: Item, Unit of Issue, Price Per Hour (a), Estimated Quantity (Hours) (b), and Extended Price (A) x (b). Rows include Journeyperson (Carpenter, Plumber, Electrician, Mechanical/HVAC) and Other (General Labourer, Painter/Drywall Finisher). A Materials section includes an allowance for contractor's wholesale cost plus markup. A TOTAL row is at the bottom.

TOTAL NORTHEAST NOVA DISTRICT (Excluding Cape Breton):

\$ _____ (1+2+3+4+5+6)



CAPE BRETON, NOVA SCOTIA

PRICING TABLE

*Pricing to cover the period of May 1, 2014 – April 31, 2015
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)*

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (1)



Pricing to cover the period of May 1, 2014 – April 31, 2015
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (2)



Pricing to cover the period of May 1, 2015 – April 31, 2016 (Option Year One)
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journeyperson</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (3)



Pricing to cover the period of May 1, 2015– April 31, 2016 (Option Year One)
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (4)



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada / Gouvernement du Canada

Solicitation No. / No de l'invitation: 7188575

Pricing to cover the period of May 1, 2016 – April 31, 2017 (Option Year Two)
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (5)



Pricing to cover the period of May 1, 2016 – April 31, 2017 (Option Year Two)
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (6)

TOTAL CAPE BRETON DISTRICT: \$ _____
(1+2+3+4+5+6)



SOUTHWEST NOVA DISTRICT

PRICING TABLE

*Pricing to cover the period of May 1, 2014 – April 31, 2015
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)*

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (1)



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada / Gouvernement du Canada

Solicitation No. / No de l'invitation: 7188575

Pricing to cover the period of May 1, 2014 – April 31, 2015
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journeyperson</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (2)



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Government of Canada
 Gouvernement du Canada

Solicitation No. / No de l'invitation:
 7188575

Pricing to cover the period of May 1, 2015 – April 31, 2016 (Option Year One)
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (3)



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government of Canada / Gouvernement du Canada

Solicitation No. / No de l'invitation: 7188575

Pricing to cover the period of May 1, 2015 – April 31, 2016 (Option Year One)
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (4)



Pricing to cover the period of May 1, 2016 – April 31, 2017 (Option Year Two)
Labour hours including travel time and all related expenses
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	450	\$ _____
Plumber	Hour	\$ _____	70	\$ _____
Electrician	Hour	\$ _____	70	\$ _____
Mechanical/HVAC	Hour	\$ _____	40	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	420	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	420	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (5)



Pricing to cover the period of May 1, 2016 – April 31, 2017 (Option Year Two)
Labour hours including travel time and all related expenses
OUTSIDE REGULAR WORKING HOURS (including all day Saturday and Sunday)

Item	Unit of Issue	Price Per Hour (a)	Estimated Quantity (Hours) (b)	Extended Price (A) x (b)
<u>Journey person</u>				
Carpenter	Hour	\$ _____	100	\$ _____
Plumber	Hour	\$ _____	40	\$ _____
Electrician	Hour	\$ _____	40	\$ _____
Mechanical/HVAC	Hour	\$ _____	20	\$ _____
<u>Other</u>				
General Labourer	Hour	\$ _____	80	\$ _____
Painter/Drywall Finisher	Hour	\$ _____	80	\$ _____
Materials				
All products and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.	Allowance	% _____	n/a	n/a
TOTAL				\$ _____ (6)

TOTAL SOUTHWEST NOVA DISTRICT: \$ _____
(1+2+3+4+5+6)



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Government
of Canada

Gouvernement
du Canada

Solicitation No. / No de l'invitation:
7188575

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST