



RETURN BIDS TO:
RETOURNER LES
SOUSSIONS À:
Public Prosecution Service of Canada
ppsc-sppc.acquisitions@ppsc-sppc.gc.ca
Attn: Caroline Lecours Savoury

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Prosecution Service of Canada

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

Proposition aux: Service des poursuites pénales du Canada

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

Instructions : See Herein
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution
Public Prosecution Service of Canada
Service des poursuites pénales du Canada
Acquisitions Division
284 Wellington Street
Place Bell Centre
Ottawa, ON K1A 0H8

Title – Sujet	
National Off-Site Storage and Document Management	
Solicitation No. – N° de l’invitation	Date
1000016189a	September 3 rd , 2014
Solicitation Closes – L’invitation prend fin at – à	Time Zone
2:00 <i>PM</i>	Fuseau horaire
on – September 16 th , 2014	EDT - HAE
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 :	
ppsc-sppc.acquisitions@ppsc-sppc.gc.ca	
Telephone No. – N° de téléphone :	
613-716-9439	
Destination – of Goods, Services, and Construction:	
Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address	
Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
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	
(type or print)/ (taper ou écrire en caractères d’imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1. At the date of bid closing, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 5 - 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 5 - 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;

1.2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Summary

The Public Prosecution Service of Canada (PPSC) is seeking to establish a contract for records storage and transportation for all of its offices across Canada as defined in Annex A, Statement of Work, for three (3) years with two (2) one year options. This solicitation has an optional requirement for the Northern Region. Bidders who wish to provide services to the optional region are required to provide a service methodology and complete Table 5 at Annex B, Basis of Payment.

3. Comprehensive Land Claims Agreements

For service deliveries to Yellowknife, Iqaluit and Whitehorse any of the following Comprehensive Land Claims Agreements may apply:

- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claim Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement of the Council for Yukon Indians
- Tlicho Land Claim Agreement

4. Debriefings

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

5. Trade Agreements

This requirement is subject to the Agreement on Internal Trade (AIT) and exempt from the North American Free Trade Agreement (NAFTA) as per Annex 1001.1b-2B, Section V Transportation and World Trade Organization Agreement on Government Procurement (WTO-AGP) Annex 1, Annex 4 – Canada.

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PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada and the Department of Justice Website at <http://www.justice.gc.ca/eng/rp-pr/cp-pm/cont/>.

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](#) (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

2. Submission of Bids

Bids must be submitted only to Public Prosecution Service of Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

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.

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.

The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or

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territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 electronic copy)
Section II: Financial Bid (1 electronic copy)
Section III: Certifications (1 electronic copy)

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

1.1. 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. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

1.2. Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Annex F, Vendor Information and Authorization Form and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

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1.2.1. Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

1.3. Section III: Certifications Required with the Bid

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

1.3.1. Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.3.2. Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

1.3.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

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Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;

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- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;

- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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 Applicable Taxes.

1.3.4. Additional Certifications Required with the Bid

The certifications listed below must be completed and submitted with the bid. If any of the required certifications are not completed and submitted as requested, the Contracting Authority will render the bid non-responsive.

1.3.4.1. Status and Availability of Resources

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

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

1.3.4.2. Education and Experience

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder* will be considered.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal
MT1	Experience of the Firm			
1.1	The Bidder must demonstrate in the Technical Proposal that its company/firm has a minimum of five (5) years experience in the last ten (10) years providing records storage and management services and vault services.			
MT2	Facilities			
2.1	The Bidder must have, at time of bid closing, a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B issued by the Canadian and International Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). <i>The bidder must provide, at bid closing, the certificate or letter attesting that the Bidder has a valid DOS with Document Safeguarding at the PROTECTED B</i>			

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	<i>level.</i>			
2.2	The Bidder must demonstrate that they are able to provide the services as described in Annex A, Statement of work to regions 1-6 in Annex E, PPSC Regions and Office Locations. The location (civic address) of each warehouse must be provided at Annex E which identifies the PPSC office they shall service.			
2.3	The Bidder must demonstrate that the storage warehouse(s) meets the specifications stated in the Statement of Work, Annex A.			
MT3	Customer Service and Web Tracking			
3.1	The Bidder must demonstrate in the Technical Proposal that they have a bilingual 24/ 7 web-based system for on-line inventory control and service request for retrieval and delivery and a toll free number for customer support capable of providing services in both official languages as defined in Item 12.0 of the Statement of Work, Annex A.			
MT4	Bar Code Inventory System			
4.4	The Bidder must demonstrate in the Technical Proposal that the records storage warehouses have a bar code inventory system.			
MT5	Reporting System			
5.1	The Bidder must demonstrate that they can provide customized reporting as stated in the Statement of Work, Annex A.			
MT6	Proposed Personnel			
6.1	The Bidder must demonstrate in the resume for the proposed resource responsible for all interactions related to the contract that they have a minimum of three (3) years experience, within the last ten (10) years, in client service management. <i>The bidder must provide, at time of bid, detailed examples within the proposed resource's résumé, supported by dates (MM/YY) and detail of tasks performed, demonstrating that the proposed resource meets the requirement. The bidder must provide contact information for the proposed resource such as name, title, telephone number and email.</i>			
6.2	The bidder must provide contact information for the customer service			

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	<p>contact responsible for each proposed warehouse.</p> <p><i>The bidder must provide contact information for the proposed resource such as name, title, telephone number and email and include it in Annex E.</i></p>			
6.3	<p>The proposed resources responsible for transportation and handling of materiel must have a valid Government of Canada security clearance at the CONFIDENTIAL level at the time of bid closing. The following information must be provided with the proposal:</p> <ul style="list-style-type: none"> • Full name of the resources • File numbers • Security levels • Expiration dates 			

1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

A score of zero will be awarded for each technical criterion that has not been completed by the bidder.

The following rating scale will be used to evaluate the rated technical criteria for all bids.

<p>Point Rated Technical Criteria (RT) For the purpose of the point rated technical criteria specified below the experience of the Bidder* will be considered.</p> <p>"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>

Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)	Cross Reference to Proposal
RT1	Beyond MT2.2, the Bidder should provide, at bid closing, a methodology for providing records management services to region 7, Northern Regional Offices under Optional Region in Annex E.	The bidder should provide their methodology for providing all the services required outlined in Annex A Statement of Work for the Optional Region.	<p>Minimum points: 0</p> <ul style="list-style-type: none"> • 30 points = services and transportation to a warehouse location within 90 km radius of the PPSC office locations • 20 points = services and transportation to warehouse location outside the 90 km radius of the PPSC office locations. • 0 points = no 	

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			methodology, no services provided	
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1.2 Financial Evaluation

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

2. Basis of Selection - Lowest Price per Point

2.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all the mandatory evaluation criteria; and
- c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



PART 5 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1. The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1.1.1. **The Contractor** must, at all times during the performance of the Contract, hold a **valid Designated Organization Screening (DOS)**, with approved **Document Safeguarding** at the level of **PROTECTED B** issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

1.1.2. The **Contractor personnel** requiring access to PROTECTED information, assets or sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.1.3. Processing of PROTECTED materiel electronically at the Contractor's site is NOT permitted under this Contract/Standing Offer.

1.1.4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.1.5. The Contractor must comply with the provisions of the:

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

1.2. Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

2. Statement of Work

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada and in the Department of Justice [General Conditions](#).

3.1. General Conditions

[General Conditions – Professional Service – Long Form Contract](#), apply to and form part of this Contract.

4. Contract Period

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4.1. Period of Contract

The period of the Contract is from October 1st, 2014 to September 30th, 2017 inclusive.

4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5. Authorities

5.1. Contracting Authority

The Contracting Authority for the Contract is:

Name: Caroline Lecours Savoury
Title: Senior Acquisitions Advisor
Address: 284 Wellington Street
Place Bell Centre
Ottawa, Ontario K1A 0H8
Telephone: 613-716-9439
Facsimile: 613-941-9398
E-mail address: ppsc-sppc.acquisitions@ppsc-sppc.gc.ca

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

5.2. Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

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

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

5.3. Technical Authority

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The Technical Authority for the Contract is:

<The Technical Authority for the Contract is to be identified at Contract award>

Name:

Title:

Address:

Telephone:

Facsimile:

E-mail address:

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

5.4. Contractor's Representative

<The Contractor's Representative is to be identified by the contractor>

Name:

Title:

Address:

Telephone:

Facsimile:

E-mail address:

6. Payment

6.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in the contract for a cost of \$ _____ *insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.1.1. Limitation of Expenditure

Canada's total liability to the Contractor under the Contract shall not exceed \$ _____ *(to be inserted at contract award)*, **including all options, travel expenses and all applicable taxes.**

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,

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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.

6.2. Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

6.3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A7017C	2008-05-12	Replacement of Specific Individuals
A9068C	2010-01-11	Government Site Regulations
C2000C	2007-11-30	Taxes - Foreign-based Contractor

7. Invoicing Instructions

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

7.1.1. Each invoice must be supported by:

7.1.1.1. a copy of the monthly client billing report which include the following detailed by region:

- a) the number of boxes in storage;
- b) how many requests for materiel from the site(s);
- c) transportation costs;
- d) retrieval costs;
- e) refiling costs; and
- f) any other costs related to any activities for the holdings.

7.2. Invoices must be distributed as follows:

7.2.1. one (1) copy must be forwarded to the Technical Authority identified in the Contract for certification and payment.

8. Certifications

8.1. Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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.

8.2. Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE

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becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

9. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

10. Applicable Laws

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

11. Insurance Requirements

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

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

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

12. Priority of Documents

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

- a) the Articles of Agreement;
- b) [General Conditions – Professional Service – Long Form Contract](#);
- c) Annex A, Statement of Work;
- d) Annex B, Security Requirements Check List;
- e) Annex C, Insurance Requirement;
- f) Annex D, PPSC Regions and Office Locations
- g) Annex E, Federal Contractors Program for Employment Equity - Certification;
- h) the Contractor's bid dated _____

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ANNEX A, STATEMENT OF WORK

1. Title

National Off-Site Storage and Document Management

2. Objective

2.1. The Public Prosecution Service of Canada (PPSC) requires off-site storage services for materials at its multiple regional offices across Canada. The PPSC deals with sensitive and private information for the processing of cases and other operational needs. Due to the diverse and sensitive nature of the documents to be stored, this request for proposal requires that a contractor provide off-site storage facilities up to the Secret level to PPSC regional offices. The PPSC anticipates awarding only one (1) contract for this requirement.

3. Background

3.1. The PPSC is seeking to issue one (1) national contract for off-site document storage and management for its facilities across Canada. In doing so it requires the services of a private sector supplier to provide Document Storage and Information Retrieval Services including transportation to and from the PPSC Regions and Office Locations identified in Annex E.

4. Tasks, Activities, Deliverables, and Milestones

4.1. The Contractor must:

- 4.1.1. Possess as a minimum capability, the ability to accurately remove from storage, update inventory, palletize and shrink wrap the inventory material for transportation in quantities of 4,000 containers daily per warehouse location. Processing of more than 4,000 containers daily may require scheduling negotiations between the Contractor and the PPSC.
- 4.1.2. Receive, record and store documents/records material, such as, but not limited to correspondences, memoranda, books, plans, maps, drawings, diagrams, pictorial/graphic works, photographs, films, microfilms, digital media, sound recordings, videotapes, machine readable records and any other documentary material regardless of physical form or characteristics.
- 4.1.3. Provide image on demand services for all offices.
- 4.1.4. Provide storage, retrieval, and delivery services for the PPSC's information holdings regardless of media, stored in secure warehouse facility(ies) that include(s) a climate controlled, vault environment, as directed by the PPSC, as and when requested. Vault services will normally be restricted to media other than paper based documents.
- 4.1.5. Provide various service channels to create service requests:
 - i. Secure, web-based online system
 - ii. Telephone toll free service
 - iii. Facsimile.
- 4.1.6. The Contractor is to have the capability to analyze information and issue management reports and recommendations to meet the Government of Canada's Record keeping and business objectives. Report details will need to be available at a per site level. The system may be described as an Inventory Control/Inventory Management Asset

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tracking system. This system must have Bar Coding capability that is web-enabled, capable of providing reports and form customization in both official languages.

4.1.7. The Contractor must have a comprehensive Inventory, Billing, and Management control systems

The systems must deliver the following:

- i. Comprehensive inventory management of holdings
- ii. Provide ongoing data related to the tracking, location, audit and final disposition of hardcopy records, electronic and other media.
- iii. Accurate retrieval requests and on-time delivery;
- iv. Immediate update/ changes to authorized users list;
- v. Set up/ establish new user organizations;
- vi. Initiate and review online invoice inquiries;
- vii. Real time, inventory of the PPSCs' information holdings;

4.1.8. Provide local personnel from the Records Warehouse Facilities to be available to answer enquiries for pickup and delivery requirements during normal working hours of 8am - 5pm Monday to Friday inclusive in all of the time zones in which services are to be provided, except statutory holidays.

4.1.9. A consolidated bill covering the whole country with an itemized amount for each office by providing a detailed customizable client billing reports on a monthly basis. The structure of the billing reports must have: the number of boxes in storage, how many requests for material from the site(s), transportation costs, retrieval costs, refiling costs and any other costs related to any activities for the holdings.

4.1.10. Provide, distribute, and maintain adequate supplies of all necessary forms, bar codes, and labels as may be required to effectively provide the necessary storage services.

4.1.11. Provide PPSC representative(s) with Administrator Access rights to the Contractor's web-base, for maintaining/ monitoring the authorized access level control lists of PPSC employees such as:

- i. Agency Administrator(s) to have access to all individualized accounts;
- ii. Branch Administrator(s) to have access to specific Branch information;
- iii. Regional Administrator(s) to have access to specific Region information.

4.1.12. Provide all necessary web-based Clients training for the PPSC from the specific Regions as requested by the Project Authority.

4.2. Transportation and Site Specifications

The Contractor must:

4.2.1. Provide transportation pickup and delivery to and from the PPSC office locations identified in Annex E” within a 90 KM radius of each warehouse location across Canada as and when requested, as follows:

Service Type	Request Cut Off Time	Guaranteed Pick-up/Delivery
Regular (next day)	3:30pm	5:00 pm next business day
1/2 day service	11:00am	5:00 pm same day
Late 1/2 day service	4:00pm	12:00 noon next business day

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- 4.2.2. Provide transportation pickup and delivery to and from the PPSC's office locations identified in Annex "A" outside the 90 KM radius of each warehouse location across Canada, as and when requested, as follows:
- 4.2.3. A maximum of seventy-two (72) hours for pickup / delivery request time for new and/ or return boxes.
- 4.2.4. Provide transportation, equipment, and personnel for the pickup/ delivery requests.
- 4.2.5. Provide an audit room on site at each of the warehouse(s) for the use by the PPSC to examine the requested information available for their inspection. The room must be equivalent to the Contractor's standard office environment and equipped with one work table and two chairs and of sufficient size to accommodate two individuals.
- 4.2.6. Provide chain of custody tracking and reporting for each pickup / delivery request.
- 4.2.7. Provide delivery of the following media containers in any quantity
 - i. Container(s)
 - ii. File(s)
 - iii. Document(s)

NOTE Transportation is to be provided by Contractor's owned vehicles or third party carrier at the determination of the PPSC.

4.3. Storage

The Contractor must have the capability to perform the following key elements of records storage and related services:

- 4.3.1. Ongoing storage and maintenance of various documents/materials
Media to be stored:
 - i. Paper
 - ii. Electronic media
 - iii. Microfilm
- 4.3.2. The Contractor must provide various standard storage cartons on demand. Carton types required for storage of:
 - i. Standard letter or legal-sized paper documents (one piece container lid included)
 - ii. Container for specialty paper documents: cheques, T4s
 - iii. Large document containers: blueprints, architectural plans, engineering drawings

4.4. Accession

- 4.4.1. Services and actions performed to complete the process of introducing new records containers to the inventory storage system.
- 4.4.2. Media requiring access to storage include the following:
 - i. Container(s)
 - ii. File(s)
 - iii. Media item(s)

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- 4.4.3. Capture of all metadata provided by the PPSC in an electronic format compatible with the Contractor's Information Technology (IT) system.
- 4.4.4. Minimum Metadata requirements must include tombstone data
 - i. Locating/ finding aids and data
 - ii. Bar code, unique identifier data
 - iii. Ownership data
 - iv. Description(s)
 - v. Dates
- 4.4.5. Metadata requirements may include the following as directed by the PPSC
 - i. Accession Number
 - ii. Amended Date
 - iii. Client
 - iv. Creation Date
 - v. Cost Centre (owner)
 - vi. Cost Centre (bill to)
 - vii. Container Number
 - viii. Container Bar code
 - ix. Location Description
 - x. Container Type
 - xi. Container size
 - xii. Essential Record
 - xiii. Security Level
 - xiv. Container Group Category
 - xv. Received Date
 - xvi. Record Date Range
 - xvii. Record Description
 - xviii. Disposition Planned Date
 - xix. Client Disposition Decision
 - xx. Archivist Disposition Decision
 - xxi. Disposition Approved Date
 - xxii. Actual Disposition Date
 - xxiii. Disposition Method
 - xxiv. Estimated Usage
 - xxv. Media Type
 - xxvi. Physical placement to storage location

4.5. Retrieval

- 4.5.1. Services are required for the retrieval from storage of the following items
 - i. Container(s)
 - ii. File(s)
 - iii. Document(s)

4.6. Refile / Interfile

- 4.6.1. Services are required for the refile / interfile (new item to file) of items to storage for the following items
 - i. Container(s)
 - ii. File(s)
 - iii. Document(s)

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4.7. Alternative Delivery Services

4.7.1. Alternative delivery methods include email attachment, secure File Transfer Protocol (FTP) transfer – user pickup from FTP server and fax

Fax back service

Rush	4 hours
Emergency	90 min

Scan On Demand

Rush	4 hours
Emergency	90 min

4.8. Disposition / Delocation

4.8.1. Services and actions performed to permanently remove from storage records or containers of records from inventory.

4.8.2. Removal from storage systems and provide inventory holding report to reflect permanent withdrawal and return to client.

4.8.3. The Contractor must possess as a minimum capability, the ability to accurately remove from storage, update inventory, palletize and shrink wrap the inventory material for transportation in quantities of 4,000 containers daily per warehouse location. Processing of more than 4,000 containers daily may require scheduling negotiations between the Contractor and the PPSC.

4.9. Other services

4.9.1. Inventory data conversion capabilities and services

4.9.2. Training and service program implementation

4.9.3. Reports to include

- i. Inventory
- ii. Billing
- iii. Adhoc or user defined reports
- iv. Destruction eligibility

4.10. Method and Source of Acceptance

4.10.1. All deliverables and services rendered under the Contract are subject to inspection by the Project Authority or a designated representative of the PPSC. The Project Authority reserves the right to reject or require correction to any work not carried out to the satisfaction of the PPSC or work not meeting the standards outlined in the Statement of Work (SOW).

4.10.2. The PPSC reserves the right to inspect the Records Storage and Destruction Facility(s) at anytime during the life of the Contract. The PPSC must be satisfied that the Contractor follows good warehousing and records management practices.

5. Specifications and Standards

5.1. Each of the Contractor's Records Warehouse Storage Facilities must:

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- 5.1.1. Be above grade and be completely free of leaks or other openings and include a climate controlled fire resistant vault, for all geographical regions, for storage of electronic records, designed to protect against corruption, contamination and exposure.
- 5.1.2. The vault must be capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/- 5%). The vault must further be capable of maintaining a low particulate contaminant environment. The climate control specifications above only apply to the vault and not to the general records storage area.
- 5.1.3. Be monitored 24 hours a day, seven days a week for fire, floods and unauthorized entry;
- 5.1.4. Be constructed of fire resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster;
- 5.1.5. Be protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system, all monitored by the Contractor's own security resources or a security service company twenty four (24) hours a day, seven (7) days a week;
- 5.1.6. Allow for all information holdings regardless of medium to be stored on clean fire resistant shelving units, properly braced and at least three (3) inches off the floor and all shelving must meet local seismic and fire code regulations for use in a document or media storage facility;
- 5.1.7. Operate with a Bar Code System able to identify the location of all information holdings;
- 5.1.8. Have the Receiving and Shipping dock(s) adjacent to the Records Warehouse capable of accommodating vehicles up to and including semi-trailers.
- 5.2. The majority of the PPSC boxes measure 15" L x 11 3/8" W x 10" H. (1.0 cu. Ft.). In the case of e-media it will be transported in media transport cases.

6. Reporting Requirements

- 6.1. The Contractor will provide 24/7 access to its Web-based information holding system. The system must be capable of providing real-time adhoc reports on all aspects of the PPSC inventory holdings and service activity. The reports must be capable of drill down to the box/file/item level description or any other metadata element.
- 6.2. Required reports may include but not be limited to the following:
 - 6.2.1. Information Storage and Retrieval Work in the identified warehouse or vault:
 - Inventory of boxes stored;
 - New boxes added;
 - Permanent withdrawal activity;
 - Destruction eligibility;
 - Detailed monthly billing, by activity;
 - Annual cost and activity to date.

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7. Project Management Control Procedures

- 7.1. The Project Authority will identify the individual(s) responsible for the day to day management of the PPSC's service requirements. The identified individual(s) will ensure that the work is carried out in accordance with standards stipulated in the Statement of Work and will report any issues of non-compliance to the Project Authority.

8. Special Requirements

- 8.1. If in the event that information holdings, regardless of medium in which the information is recorded are damaged as a result of a man made or natural disaster, the Contractor will notify the Project Authority within twelve hours of the occurrence of the disaster.
- 8.2. The Contractor agrees to notify the Contracting Authority of any proposed change in any of the warehouse locations at least one hundred and twenty (120) days in advance of any proposed changes unless otherwise agreed to by both Parties.
- 8.3. In the case of any changes in locations of the warehouses, the Contractor must demonstrate that the new site location will meet all of the conditions established in the Contract for the facility before any of the holdings will be moved to the new locations.
- 8.4. In such cases as cited in 8.2 and 8.3 above, the Contractor will assume all transportation and relocation costs;
- 8.5. Any change in warehouse location must be approved by the Project Authority.
- 8.6. The Project Authority will perform periodic, unscheduled inspections of the Contractor's facilities to ensure the security requirements are met.

9. Authorized Persons

- 9.1. A list of personnel preauthorized to request services as part of the Contract will be provided by the PPSC.

10. PPSC Responsibilities

The PPSC will:

- 10.1. Ensure the appropriate subject matter experts from within the organization are available to the Contractor to discuss and provide content, source, and/or reference material, as well as to facilitate cooperation with other representatives of their organization as required;
- 10.2. Provide the Contractor with both physical and electronic delivery addresses, to which deliverables are to be submitted;
- 10.3. Make available access to PPSC facilities during the core working hours of 8am to 4pm Monday to Friday inclusive, except statutory holidays for the pickup, delivery of boxes;
- 10.4. Provide the Contractor with an up to date list of personnel authorized to demand services or inspect their holdings and may approve visits by other staff members on special occasions.

11. Language of Work

- 11.1. The Contractor must ensure that all services and communications, written or verbal, are provided in both official languages.
- 11.2. The Contractor must ensure all on-line, web based customer accessed systems must be offered in both official languages of Canada. This includes all customer services using any web-based, telephony or call-centre customer service interfaces.

ANNEX B, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix B.

The volumetric data included in the pricing schedule detailed in Appendix B, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

1. Firm Unit Prices

For evaluation purposes only, the total contract value calculated in Table 1 – Evaluation Values, shall be used to determine the recommended Bidder for contract award. The Firm Unit Prices identified in Tables 2, 3, 4 AND 5 (*if applicable*) shall be used for verification and inclusion in the resulting contract.

The Contractor's prices are all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of the resulting Contract. All prices are in Canadian funds, Applicable Taxes is extra.

NOTE: FUEL SURCHARGES

Fuel Surcharge are only applicable on the transportation cost identified under 9.1 and 9.2 below; and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>) the Contractor will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the invoice.

Table 1 – Evaluation Values

Item Description		Unit of Measure	Estimated Volume (A)	Firm Unit Rate Initial Contract (B)	Firm Unit Rate Option 1 (C)	Firm Unit Rate Option 2 (D)	Price (E) = ((A)*(B)) + ((A)*(C)) + ((A)*(D))
1	Storage	Cubic Foot	10,000				
2	Accession	Cubic Foot	1,000				
3	Retrieval	Cubic Foot	500				
4a	Transportation Within 90km radius	Cubic Foot	9,000				

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4a	Transportation Outside 90km radius	Cubic Foot + km	1,000				
TOTAL ESTIMATED CONTRACT VALUE							=SUM(E)

Table 2 – Regions 1-6 - Firm Unit Rates

Initial Contract Period – September 1, 2014 – August 31, 2017		
Item Description	Unit of Measure	Price
1.1	Record Centre Storage	a. Per Cubic Foot per month b. Per Lineal Foot per month
1.2	Vault Storage	a. Per Media item per month b. Per Cubic Foot per month
2.	Accession	a. Per Container b. Per File c. Per Media item
3.	Retrieval <u>Regular</u> Next Day	a. Per Container b. Per File c. Per Document d. Per Media item
4.	Retrieval <u>Rush</u> 4 hours	a. Per Container b. Per File c. Per Document d. Per Media item
5.	Retrieval <u>Emergency</u> 2 hours	a. Per Container b. Per File c. Per Document d. Per Media item
6.	Retrieval <u>Outside Normal Business</u> <u>Hours</u>	a. Per Container b. Per File c. Per Document d. Per Media item
7.	Unsuccessful Retrieval	a. Per Unsuccessful Search
8.	Refile Interfile	a. Per Container b. Per File c. Per Document d. Per Media item
9.1	Transportation Pick-up/delivery <u>Regular Service within a 90km</u> radius of warehouse locations	a. Per Container – first b. Per Container – each additional c. Per Media item - first d. Per Media item – each additional
9.2	Transportation Pick-up/delivery <u>Rush Service within (4h)</u>	a. Per Container – first b. Per Container – each additional c. Per Media item - first d. Per Media item – each additional
9.3	Transportation Pick-up/delivery <u>Emergency Service within (2h)</u>	a. Per Container – first b. Per Container – each additional c. Per Media item - first d. Per Media item – each additional

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9.4	Transportation Pick-up/delivery <u>Regular Service</u> outside a 90km radius of warehouse locations <i>The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.</i>	Rate per Kilometre, per shipment, per roundtrip. Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.	
10.	Alternative Delivery	a. Fax – per page b. Image/FTP Email – per page	
11.	Disposition/Delocation <i>The Disposition/Delocation prices must include the cost of Retrieval.</i>	a. Per Container b. Per File c. Per Media item	
12.	Accession Volume <i>Volume Incentive (applicable to volume of 1,000 units or above)</i> Unit Price must be no greater than the unit price proposed under section 2. Accession	a. Per Container	1,000 – 9,999
			≥ 10,000
		b. Per File	1,000 – 9,999
			≥ 10,000
13.	Storage Container	a. Letter/Legal (per container)	
14.	Hourly Service Rate <i>The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements.</i>	a. Per Hour	

2. Option to Extend the Term of the Contract

Subject to the exercise of the Contract option, the Contractor will be paid the following firm all-inclusive unit rates for work performed pursuant to this Contract, in accordance with Appendix A, during the extended period of the Contract. Applicable taxes extra.

Table 3 – Regions 1-6 - Firm Unit Rates Option Period 1

OPTION PERIOD 1 – September 1, 2017 – August 31, 2018			
Item Description		Unit of Measure	Price
1.1	Record Centre Storage	a. Per Cubic Foot per month	
		b. Per Lineal Foot per month	
1.2	Vault Storage	a. Per Media item per month	
		b. Per Cubic Foot per month	
2.	Accession	a. Per Container	
		b. Per File	
		c. Per Media item	
3.	Retrieval <u>Regular</u> <u>Next Day</u>	a. Per Container	
		b. Per File	
		c. Per Document	
		d. Per Media item	
4.	Retrieval <u>Rush</u>	a. Per Container	
		b. Per File	
		c. Per Document	

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	4 hours	d. Per Media item		
5.	Retrieval <u>Emergency</u> 2 hours	a. Per Container		
		b. Per File		
		c. Per Document		
		d. Per Media item		
6.	Retrieval <u>Outside Normal Business Hours</u>	a. Per Container		
		b. Per File		
		c. Per Document		
		d. Per Media item		
7.	Unsuccessful Retrieval	a. Per Unsuccessful Search		
8.	Refile Interfile	a. Per Container		
		b. Per File		
		c. Per Document		
		d. Per Media item		
9.1	Transportation Pick-up/delivery <u>Regular Service within a 90km</u> radius of warehouse locations	a. Per Container – first		
		b. Per Container – each additional		
		c. Per Media item - first		
		d. Per Media item – each additional		
9.2	Transportation Pick-up/delivery <u>Rush Service within (4h)</u>	a. Per Container – first		
		b. Per Container – each additional		
		c. Per Media item - first		
		d. Per Media item – each additional		
9.3	Transportation Pick-up/delivery <u>Emergency Service within (2h)</u>	a. Per Container – first		
		b. Per Container – each additional		
		c. Per Media item - first		
		d. Per Media item – each additional		
9.4	Transportation Pick-up/delivery <u>Regular Service outside a 90km</u> radius of warehouse locations <i>The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.</i>	Rate per Kilometre, per shipment, per roundtrip. Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.		
10.	Alternative Delivery	a. Fax – per page		
		b. Image/FTP Email – per page		
11.	Disposition/Delocation <i>The Disposition/Delocation prices must include the cost of Retrieval.</i>	a. Per Container		
		b. Per File		
		c. Per Media item		
12.	Accession Volume <i>Volume Incentive (applicable to volume of 1,000 units or above)</i> Unit Price must be no greater than the unit price proposed under section 2. Accession	a. Per Container	1,000 – 9,999	
			≥ 10,000	
		b. Per File	1,000 – 9,999	
			≥ 10,000	
		c. Per Media item	1,000 – 9,999	
			≥ 10,000	
13.	Storage Container	a. Letter/Legal (per container)		

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14.	Hourly Service Rate <i>The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements.</i>	a. Per Hour	
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Table 4 – Regions 1-6 - Firm Unit Rates Option Period 2

OPTION PERIOD 2 – September 1, 2018 – August 31, 2019			
Item Description		Unit of Measure	Price
1.1	Record Centre Storage	a. Per Cubic Foot per month	
		b. Per Lineal Foot per month	
1.2	Vault Storage	a. Per Media item per month	
		b. Per Cubic Foot per month	
2.	Accession	a. Per Container	
		b. Per File	
		c. Per Media item	
3.	Retrieval <u>Regular</u> Next Day	a. Per Container	
		b. Per File	
		c. Per Document	
		d. Per Media item	
4.	Retrieval <u>Rush</u> 4 hours	a. Per Container	
		b. Per File	
		c. Per Document	
		d. Per Media item	
5.	Retrieval <u>Emergency</u> 2 hours	a. Per Container	
		b. Per File	
		c. Per Document	
		d. Per Media item	
6.	Retrieval <u>Outside Normal Business</u> <u>Hours</u>	a. Per Container	
		b. Per File	
		c. Per Document	
		d. Per Media item	
7.	Unsuccessful Retrieval	a. Per Unsuccessful Search	
8.	Refile Interfile	a. Per Container	
		b. Per File	
		c. Per Document	
		d. Per Media item	
9.1	Transportation Pick-up/delivery <u>Regular Service within</u> a 90km radius of warehouse locations	a. Per Container – first	
		b. Per Container – each additional	
		c. Per Media item - first	
		d. Per Media item – each additional	
9.2	Transportation Pick-up/delivery <u>Rush Service within (4h)</u>	a. Per Container – first	
		b. Per Container – each additional	
		c. Per Media item - first	
		d. Per Media item – each additional	
9.3	Transportation Pick-up/delivery <u>Emergency Service within (2h)</u>	a. Per Container – first	
		b. Per Container – each additional	
		c. Per Media item - first	

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		d. Per Media item – each additional	
9.4	Transportation Pick-up/delivery Regular Service outside a 90km radius of warehouse locations <i>The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.</i>	Rate per Kilometre, per shipment, per roundtrip. Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.	
10.	Alternative Delivery	a. Fax – per page	
		b. Image/FTP Email – per page	
11.	Disposition/Delocation <i>The Disposition/Delocation prices must include the cost of Retrieval.</i>	a. Per Container	
		b. Per File	
		c. Per Media item	
12.	Accession Volume Volume Incentive <i>(applicable to volume of 1,000 units or above)</i> Unit Price must be no greater than the unit price proposed under section 2. Accession	a. Per Container	1,000 – 9,999
			≥ 10,000
		b. Per File	1,000 – 9,999
			≥ 10,000
		c. Per Media item	1,000 – 9,999
			≥ 10,000
13.	Storage Container	a. Letter/Legal (per container)	
14.	Hourly Service Rate <i>The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements.</i>	a. Per Hour	

*The following must be provided should the Bidder wish to supply services to optional offices identified in Appendix E and has provided a methodology in the Point Rated Criteria.

Table 5 – Region 7 - Northern Regional Offices (Optional)

Item Description		Unit of Measure	Initial Contract Price September 1, 2014 – August 31, 2017	Option Period 1 September 1, 2017 – August 31, 2018	Option Period 2 September 1, 2018 – August 31, 2019
1.1	Record Centre Storage	a. Per Cubic Foot per month			
		b. Per Lineal Foot per month			
1.2	Vault Storage	a. Per Media item per month			
		b. Per Cubic Foot per month			
2.	Accession	a. Per Container			
		b. Per File			
		c. Per Media item			
3.	Retrieval Regular Next Day	a. Per Container			
		b. Per File			
		c. Per Document			
		d. Per Media item			
4.	Retrieval	a. Per Container			

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	<u>Rush</u> 4 hours	b. Per File			
		c. Per Document			
		d. Per Media item			
5.	Retrieval	a. Per Container			
	<u>Emergency</u> 2 hours	b. Per File			
		c. Per Document			
		d. Per Media item			
6.	Retrieval	a. Per Container			
	<u>Outside Normal Business Hours</u>	b. Per File			
		c. Per Document			
		d. Per Media item			
7.	Unsuccessful Retrieval	a. Per Unsuccessful Search			
8.	Refile	a. Per Container			
	Interfile	b. Per File			
		c. Per Document			
		d. Per Media item			
9.1	Transportation Pick-up/delivery <u>Regular Service within a 90km radius of warehouse locations</u>	a. Per Container – first			
		b. Per Container – each additional			
		c. Per Media item - first			
		d. Per Media item – each additional			
9.2	Transportation Pick-up/delivery <u>Rush Service within (4h)</u>	a. Per Container – first			
		b. Per Container – each additional			
		c. Per Media item - first			
		d. Per Media item – each additional			
9.3	Transportation Pick-up/delivery <u>Emergency Service within (2h)</u>	a. Per Container – first			
		b. Per Container – each additional			
		c. Per Media item - first			
		d. Per Media item – each additional			
9.4	Transportation Pick-up/delivery <u>Regular Service outside a 90km radius of warehouse locations</u> <i>The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.</i>	Rate per Kilometre, per shipment, per roundtrip. Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.			
10.	Alternative Delivery	a. Fax – per page			
		b. Image/FTP Email – per page			
11.	Disposition/Delocation <i>The</i>	a. Per Container			
		b. Per File			

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	<i>Disposition/Delocation prices must include the cost of Retrieval.</i>	c. Per Media item				
12.	Accession Volume Volume Incentive (applicable to volume of 1,000 units or above) Unit Price must be no greater than the unit price proposed under section 2. Accession	a. Per Container	1,000 – 9,999			
			≥ 10,000			
		b. Per File	1,000 – 9,999			
			≥ 10,000			
		c. Per Media item	1,000 – 9,999			
			≥ 10,000			
13.	Storage Container	a. Letter/Legal (per container)				
14.	Hourly Service Rate <i>The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements.</i>	a. Per Hour				

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ANNEX C, SECURITY REQUIREMENTS CHECKLIST (SRCL)

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 100016189
Security Classification / Classification de sécurité: UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Form with multiple sections: 1. Originating Government Department or Organization, 2. Branch or Directorate, 3. Subcontract information, 4. Brief Description of Work, 5-7. Security requirements and access levels.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité: UNCLASSIFIED





Contract Number / Numéro du contrat 100016189
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui



Contract Number / Numéro du contrat 100016189
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX D, INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- 1.1. 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.
- 1.2. The Commercial General Liability policy must include the following:
 - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Minister of Citizenship and Immigration.
 - 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 Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. **Automobile Liability Insurance**

2.1. 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.

2.2. The policy must include the following:

- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

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- b) Accident Benefits - all jurisdictional statutes
- c) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



ANNEX E, PPSC REGIONS AND OFFICE LOCATIONS

LOCATIONS	Contractor's Warehouse Location	Contractor's Representative
1. WESTERN REGION		
900 - 840 Howe Street – Vancouver , BC		
800 - Burrard Street - Vancouver , BC		
211 Columbia Street - Vancouver , BC		
222 Main Street - Vancouver , BC		
2. PRAIRIES REGION		
10423 - 101st Street - Edmonton – AB		
900 - 700 6th Avenue S.W. - Calgary , AB		
123-2nd Avenue S. 10th Floor - Saskatoon , SK		
515-234 Donald Street - Winnipeg , MB		
3. ONTARIO REGION		
3400 - 130 King Street West, Toronto , ON		
600 - 201 County Court Blvd. - Brampton , ON		
202 - 15 Duke Street - Kitchener , ON		
465 Richmond Street - 3rd Floor - London , ON		
345 Harry Walker Parkway South - Newmarket , ON		
4. NATIONAL CAPITAL REGION		
160 Elgin Street - Ottawa , ON		
5. QUEBEC REGION		
200 René-Levesque Blvd - Montreal , QC		
6. ATLANTIC REGION		
1400 - 5251 Duke Street - Halifax , NS		
812 - 215 Water Street - Box 62 -Atlantic Place - St. John's , NL		
400 - 777 Main Street - Moncton , NB		
80 Garland Avenue, Moncton , NB		

*The following are provided should the Bidder wish to supply services to the following offices and has provided a methodology in the Point Rated Criteria.

7. OPTIONAL REGION*		
NORTHERN REGIONAL OFFICES		
200 - 300 Main Street - Whitehorse , YK		
5020 - 48th Street - 3rd Floor, Yellowknife , NWT		
3rd Floor - 933 Mivvik Street - Iqaluit , NU		

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ANNEX F, FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



ANNEX G, VENDOR INFORMATION AND AUTHORIZATION FORM

1.0 Firm Organization's Profile

You are requested to provide the certificate of incorporation and provide the information listed below:

Legal Corporate Name of the Bidder: _____
 Operating as: (if applicable) _____
 Contact Person: _____ Title: _____
 Telephone: _____ Facsimile: _____
 E-Mail Address: _____

Complete Address:

Registered or Incorporated: Federally: Yes No Provincially: Yes No

Sole Proprietorship Partnership Corporate Entity

Business Number _____
 Procurement Business Number: _____
 Owner(s) of the Firm: _____

2.0 List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder MUST provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

- Yes, Subcontractors will be used. See list below.
- No, Subcontractors will not be used.

Subcontractors:

Name/Company	Address:	Description of work
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____