



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
73 Leikin Drive,
Visitor Center - Building M1 Mailstop # _15
Ottawa, ON K1A 0R2
Attn: Megan McCoy

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 therefor.

Proposition aux : Gendarmerie royale 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

Title – Sujet Maintenance and Repair of Gym Equipment in the National Capital Region (NCR)		Date 09 September 2014
Solicitation No. – N° de l'invitation 201501722		
Client Reference No. - No. De Référence du Client N1469		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 PM	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	21 October 2014	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Diane Perkins		
Telephone No. – No. de téléphone (613) 843-5904		Facsimile No. – No. de télécopieur (613) 825-0082

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1. Security Requirement

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

2. Statement of Work

The Contractor is to perform the work as per Annex "A" – Statement of Work.

3. Debriefings

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

4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days



Insert: two hundred (200) days

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted via electronic mail or by facsimile to RCMP will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.



In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in Annex “B” Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

Mandatory Criteria are included in Annex “D” – Evaluation Criteria.

1.2 Financial Evaluation

RCMP will conduct the Financial Evaluation independent of the Technical Evaluation.

The Financial Evaluation will be conducted by calculating the Total Bid Price for Evaluation for each Bidder using the amount provided by each Bidder as detailed in Annex “B” – Basis of Payment.

2. Basis of Selection



2.1 Selection Method - Mandatory Technical Criteria

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

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - 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.

2. Additional Certifications Precedent to Contract Award



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

2.1 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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



If so, the Bidder must provide the following information:

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

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

2.2 Status and Availability of Resources

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

2.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

2.4 Certifications

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The resources are required to be security cleared at the level of Reliability Status as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).



The Security Requirement Check List (SRCL and related clauses), as set out under Annex "C" applies.

2. Statement of Work

The Contractor is to perform the work as per 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](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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

4. Term of Contract

4.1 Period of Contract

- a. **Period of Contract:** The "**Period of Contract**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
 - i. The "RCMP Security Period", which begins after Contract award following receipt of completed security forms and ends approximately six (6) months later. Contract Work will not commence until the resource(s) obtain the required RCMP personnel security clearance,
 - ii. The "Work Period", which begins when the Contractor complies with 4.1(a) (i) and ends March 31st, 2016; and
 - iii. The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

4.2 Option to Extend the Period of the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority



The Contracting Authority for the Contract is:

Diane Perkins
Senior Procurement Officer
Royal Canadian Mounted Police
Procurement and Contracting Branch
73 Leikin Drive, Building M1, 4th Floor, Mailstop # 15

Telephone: 613-843-5904
Facsimile: 613-825-0082
E-mail address: diane.perkins@rcmp-grc.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:

(to be provided at Contract award)

Name: _____
Title: _____
Organization: _____
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 Contractor's Representative

The Contractor's Representative for the Contract is:

(to be provided at Contract award)

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

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

6. Proactive Disclosure of Contracts with Former Public Servants



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

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "Firm All-Inclusive Rate Per Test Review" as specified in Annex 'B' – Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2 Limitation of Expenditure

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

7.3 Method of Payment - Monthly

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

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

7.4 Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor to satisfy the terms of this Contract.

7.5 Overtime Work



All proposed personnel must be available to work outside normal office hours during the duration of the Contract. No overtime charges will be authorized under this Contract.

7.6 Disbursements

Disbursements (photocopying, office expenses, telephone calls, etc.) are included in the above costs. All deliverables are FOB Destination, and Canadian Customs Duty included, where applicable.

8 Invoicing Instructions – Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with a monthly maintenance report.

The Contractor must submit one invoice for the repair and maintenance services for the five gyms under HQ, one invoice for the repair and maintenance services for the four gyms under National Division, one invoice for the parts if applicable for HQ and one invoice for the parts if applicable for National Division.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:

Two (2) copies of the invoices and monthly maintenance reports must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

One (1) copy of the invoice and monthly maintenance report must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

3. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

9 Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

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 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions; 2010C (2013-06-27), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work;



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- (d) Annex B, Basis of Payment;
 - (e) Annex C, Security Requirements Check List;
 - (f) the Contractor's bid dated _____ tbd _____.

12 Procurement Ombudsman

12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



ANNEX A STATEMENT OF WORK

BACKGROUND

The Royal Canadian Mounted Police (RCMP) has a requirement for maintenance and repair of gym equipment located in various gymnasiums in the National Capital Region (NCR).

SCOPE

The Contractor is required to provide, **on a monthly basis**, and as and when required, preventive maintenance, inspection, lubrication and interior cleaning services for the fitness equipment located at the two main RCMP fitness facilities **under HQ**: Leikin building - 73 Leikin Drive (new HQ), Nicholson building - 1200 Vanier Parkway, and **every three months** or as and when required at the three smaller fitness facilities **under HQ** located at: Place d'Orleans - 110 Place d'Orleans, Air Services - 2000 Research road, Taylor Creek - 890 Taylor Creek. It is estimated that sixteen hours a month will be spent on repairs and preventive maintenance for these five fitness facilities.

The Contractor is also required to provide, **on a monthly basis**, and as and when required, preventive maintenance, inspection, lubrication and interior cleaning services for the fitness equipment located at the two main RCMP fitness facilities **under National Division**: Leomont building – 155 MacArthur, T-POF building - 1926 St- Joseph Boulevard, and **every three months** or as and when required at the two smaller fitness facilities **under National Division** located at: Coventry building – 440 Coventry road, Governor General House – Rideau hall. It is estimated that eight hours a month will be spent on repairs and preventive maintenance for these four fitness facilities.

The Contractor must also provide repair services of fitness equipment to these locations, on and as and when required basis.

TASKS

The Contractor must perform the following;

Category A:

Preventive maintenance, functionality and safety inspection of strength training equipment:

- a) Lubricate guide rods and/or clean with appropriate products (silicone, teflon, mineral oil, etc).
- b) Lubricate all pop pins, bushing/shaft pivot points and linear bearings.
- c) Safety check: close inspection on all drive cable, belts or chain drive for wear, alignment and integrity and adequate tension. Lubricate if applicable.
- d) Upholstery: check for cracked vinyl, seam breakdown and foam integrity; rebuild if necessary and perform on site upholstery repairs.
- e) Ensure the selector pins are present and in good working order.
- f) Check the proper basic function of each machine overall integrity (foam grip, bumper and correct signage).
- g) Check the welds and frame for stress cracks and correct bolt together fastening systems.
- h) Observe all pulleys, cams and transfer systems to ensure correct tension.
- i) Check all dumbbells and barbells (end cap bolts and bar integrity).

Category B:

Preventive maintenance, functionality and safety inspection of cardiovascular equipment:



Treadmills

- a) Check all/any software safety shutdown devices and error log (complete electronic inspection), mechanical stop button and tether cords. Rebuild / repair if necessary.
- b) Motor maintenance with amperage, ohm and voltage checks, loaded and unloaded at different speeds to determine proper function. Rebuild / repair as necessary. Note that the company needs to have the capacity to rebuild the motor.
- c) Check all electrical connections. Repair if needed.
- d) Lift motor maintenance; rebuild or repair as necessary.
- e) Check rollers, running belt and deck systems.
- f) Check lower electronics.
- g) Ensure all guards and covers are intact for the safety of users and the equipment itself.
- h) Check the functionality of the key pads; repair / replace as required.
- i) Vacuum out and wipe down, entire interior of treadmill if necessary.
- j) Lubricate, repair / rebuild and make minor adjustment, as required, determined by equipment usage.

Category C:

Preventive maintenance, functionality and safety inspection of cardiovascular equipment:

Bikes, steppers, rowers, elliptical and other cardiovascular equipment

- a) Safety checks on seats, handles, grips and pedal straps; repair / replace as required.
- b) Clean, lubricate, adjust:
 - the rotary and linear systems
 - the pedal crank arms system
 - the primary axles and flywheels systems
 - the resistance systems (friction pads, friction belts, etc)
 - the belts, cables, chains, springs... repair / replace as required.
- c) Generator, alternator and batteries check: vacuum, rebuild / replace / repair as necessary. Note that the company needs to have the capacity to rebuild the generators and alternators.
- d) Electronic checks of the control boards; amperage, ohm and voltage tests to determine proper function. Rebuild / repair as necessary.
- e) Ensure all guards and covers are intact for the safety of users and the equipment itself.
- f) Check the functionality of the key pads; repair / replace as required.
- g) Vacuum out the interior of the machines if necessary.
- h) Lubricate, repair / rebuild and make minor adjustment, as required, determined by equipment usage.

CONTRACTOR'S RESPONSIBILITIES

During a preventive maintenance visit, the Contractor must advise the Project Authority of any abnormalities or parts that are recommended for replacement and provide the price for the parts. The Project Authority will decide when the work should be done, based on the recommendations of the Contractor.

All inspections must be carried out in accordance with the equipment manufacturer's published recommended preventive maintenance schedule.

In the event that a breakdown occurs, service must be provided within 48 hours from time of notification excluding week-ends and holidays and pending parts availability, at no additional cost. This work will be taken from the estimated hours a month of preventive maintenance for the appropriate period.

CLIENT SUPPORT

The RCMP will pay for parts to be installed, if not already covered by warranty. The parts will be bought by the Contractor at the current retail price, provided such a price is competitive with other suppliers of the exact same



part.

LANGUAGE OF WORK

The resource must be fluent in English and/or French.



RCMP GYM INVENTORY

**GYMS National Capital Region
5 GYMS under HQ**

Gym	Cardio Machines	Muscular equipment
<p>Leikin (73 Leikin)</p>	<p>7 treadmills 3 cross trainers 4 electronic bikes 2 recumbent bikes 5 steppers 4 rowers <u>1 stepmill</u> 26 electronic machines 16 spinning bikes</p>	<p>17 muscular machines 1 push-pull machine</p>
<p>Nicholson</p>	<p>7 treadmills 5 cross trainers 3 electronic bikes 2 recumbent bikes 3 rowers <u>2 steppers</u> 22 electronic machines 13 spinning bikes</p>	<p>21 muscular machines 1 push-pull machine</p>
<p>Place d'Orleans</p>	<p>2 treadmills 2 cross trainers 2 electronic bikes 1 stepper <u>1 rower</u> 8 electronic machines</p>	<p>1 multi-station 4 muscular machines</p>
<p>Air services</p>	<p>1 treadmill 1 cross trainer 2 electronic bikes <u>1 rower</u> 5 electronic machines</p>	<p>1 multi-station 1 muscular machine</p>
<p>Taylor creek</p>	<p>2 treadmills 1 cross trainer 1 stepper 1 electronic bike</p>	<p>5 muscular machines</p>



	5 electronic machines 2 spinning bikes	
TOTAL	19 treadmills 12 electronic bikes 4 recumbent bikes 12 cross trainers 9 rowers 9 steppers <u>1 stepmill</u> 66 electronic machines 31 spinning bikes	2 multi-stations 48 muscular machines 2 push-pull machines

4 GYMS under National Division (2)

Gym	Cardio machines	Muscular equipment
Leomont	5 treadmills 4 electronic bikes 3 cross trainers 2 steppers 2 rowers 1 stepmill <u>1 gravitron</u> 18 electronic machines 16 spinning bikes	20 muscular machines
T-POF	3 treadmills 4 cross trainers 2 rowers (1 in ERT pit) 1 electronic bike <u>1 windmill</u> 11 electronic machines 2 spinning bikes	21 muscular machines 1 push-pull machine
440 Coventry	3 electronic bikes 2 treadmills 2 steppers 1 cross trainer <u>1 rower</u> 9 electronic machines	1 multi-station 12 muscular machines



	2 spinning bikes	
General governor's house	2 treadmills 1 electronic bike 1 cross trainer <u>1 rower</u> 5 electronic machines 1 spinning bike	1 multi-station 4 muscular machines
TOTAL	12 treadmills 9 electronic bikes 9 cross trainers 6 rowers 4 steppers 1 windmill 1 stepmill <u>1 gravitron</u> 43 electronic machines 21 spinning bikes	2 multi-stations 57 muscular machines 1 push-pull machine

**TOTAL INVENTORY
GYMS National Capital Region
TOTAL OF 9 GYMS**

Gym	Cardio machines	Muscular equipment
TOTAL	31 treadmills 21 electronic bikes 4 recumbent bikes 21 cross trainers 15 rowers 13 steppers 2 stepmills 1 windmill <u>1 gravitron</u> 109 electronic machines 52 spinning bikes	4 multi-stations 105 muscular machines 3 push-pull machines



**ANNEX B
BASIS OF PAYMENT**

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) _____ - _____

Fax number: (____) _____ - _____

Email: _____ @ _____

The financial proposal shall be an 'All Inclusive Firm Hourly Rate' basis of payment, GST/HST extra, not to exceed a financial limitation, in accordance with the 'All Inclusive Firm Hourly Rate' identified below:

The Contractor will also be paid the Fair Market Value for all parts required for repair and/or replacement. A detailed maintenance report for all parts purchased is required with the monthly invoice.

Proposed All Inclusive Firm Hourly Rate for Repair and Maintenance*:

Duration	Firm All Inclusive Hourly Rate (a)	Estimated Level of Effort in Hours (b)	Total Estimated Cost for Evaluation (c) = (a) x (b)
Initial Contract – contract award to March 31 st , 2016	\$	408	\$
Option Period 1 – April 1 st , 2016 to March 31 st , 2017	\$	288	\$
Option Period 2 – April 1 st , 2017 to March 31 st , 2018	\$	288	\$
Option Period 3 – April 1 st , 2018 to March 31 st , 2019	\$	288	\$
Option Period 4: - April 1 st , 2019 to March 31 st , 2020	\$	288	\$

TOTAL ESTIMATED COST FOR EVALUATION PURPOSES: (c)	\$
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*Includes cost for cleaning and lubrication supplies. Repair Services are on an "as-and-when-required" basis.



Total Estimated Equipment Parts:**

Duration	Total Budgeted Price
Initial Contract – contract award to March 31 st , 2016	<i>To be provided at contract award by RCMP</i>
Option Period 1 – April 1 st , 2016 to March 31 st , 2017	<i>To be provided at contract award by RCMP</i>
Option Period 2 – April 1 st , 2017 to March 31 st , 2018	<i>To be provided at contract award by RCMP</i>
Option Period 3 – April 1 st , 2018 to March 31 st , 2019	<i>To be provided at contract award by RCMP</i>
Option Period 4 – April 1 st , 2019 to March 31 st , 2020	<i>To be provided at contract award by RCMP</i>

** As and when required.

GST/HST:

1. 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.



ANNEX C – SECURITY REQUIREMENT CHECK LIST

AMENDMENT
MODIFICATION

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

1. Originating Government Department or Organization / Ministère de l'organisme gouvernemental d'origine: RCMP

2. Branch or Directorate / Direction générale ou Direction: Training section / Fitness and lifestyle

3. a) Subcontract Number / Numéro du contrat de sous-traitance: _____

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: _____

4. Brief Description of Work / Brève description du travail: Repair and maintenance of fitness equipment for the 6 gyms under HQ (Leikin, Nicholson, Place d'Orleans, Taylor Creek, Airport, Air Services) and the 4 gyms under National Division (Lacombe, T-POF, 440 Caventry, General government's house). This contract is a 6 months extension of the previous contract.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

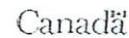
No release restrictions / Aucune restriction relative à la diffusion: <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser: <input type="checkbox"/> Restricted to / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays: _____	All NATO countries / Tous les pays de l'OTAN: <input type="checkbox"/> Restricted to / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays: _____	No release restrictions / Aucune restriction relative à la diffusion: <input type="checkbox"/> Restricted to / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays: _____
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A: <input type="checkbox"/> PROTECTED B / PROTÉGÉ B: <input type="checkbox"/> PROTECTED C / PROTÉGÉ C: <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL: <input type="checkbox"/> SECRET: <input type="checkbox"/> TOP SECRET / TRÈS SECRET: <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT): <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ: <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE: <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL: <input type="checkbox"/> NATO SECRET: <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET: <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A: <input type="checkbox"/> PROTECTED B / PROTÉGÉ B: <input type="checkbox"/> PROTECTED C / PROTÉGÉ C: <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL: <input type="checkbox"/> SECRET: <input type="checkbox"/> TOP SECRET / TRÈS SECRET: <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT): <input type="checkbox"/>
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TBS/ISCT 350-103/2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 201501722
Security Classification / Classification de sécurité

PART A (Continued) / PARTIE A (Suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
PART B PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux: RBS Required - Amount of time contractor is required on site.	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat 201501722
Security Classification / Classification de sécurité

PART C (Continued) / PARTIE C (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRIP SECRET	RESTRICTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
											A	B	C				
Information / Assets / Renseignements / Biens																	
Production																	
IT Media / Support IT																	
IT Link / Lien électronique																	

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

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

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

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



ANNEX "D" MANDATORY TECHNICAL EVALUATION CRITERIA

MANDATORY CRITERIA

Interpretation of Personnel Requirement by the Evaluation Team

1. The statements and requirements in this article apply to the Mandatory personnel information.
2. To demonstrate the experience of personnel (i.e. resources), the Bidder must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
5. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) months preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
7. Phrases such as "experience . dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

Instructions to bidders for responding to mandatory criteria:

1. From the dates in month/year; bidders are encouraged to calculate the number of months and insert the total number of months in brackets; example: January 2006 to March 2006 (3 months).
2. To demonstrate Corporate experience, as per M.1, the bidder must provide a Project summary(ies).
3. To demonstrate Resource experience, as per M.4 and M.5, the Proposed Resource(s) must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the mandatory evaluation.



CORPORATE

Item	Description	Met/Not Met	Substantiation
M.1	<p>The bidder must have a minimum of five (5) years demonstrated experience in the preventative maintenance, inspection, lubrication and interior cleaning of all commercial and light commercial fitness equipment.</p> <p>The bidder must submit project summary(ies).</p> <p>Project summary(ies) must include the following details:</p> <ul style="list-style-type: none"> • Name of client organization; • Project name, including project contact name and phone number of person bidder reported to from client organization (correct up-to-date contact info must be given for verification purposes); • Project Period; • Description of tasks and responsibilities that bidder completed; • Relevancy to the scope of work outlined in Annex "A" Statement of Work. 		
M.2	<p>The bidder must propose the names and resumes of all resources that will work on the contract.</p> <p>A maximum of three (3) resources can be proposed.</p>		
M.3	<p>The bidder must submit a work plan that details how it plans to meet the tasks during a site visit for each of the three (3) categories of fitness equipment, as per Annex "A" – Statement of Work.</p>		



RESOURCES

Item	Description	Met/Not Met	Substantiation
M.4	Each proposed resource must have a minimum of three (3) years demonstrated experience, within the last five (5) years, in the preventative maintenance, inspection, lubrication and interior cleaning of all commercial and light commercial fitness equipment.		
M.5	At least one (1) proposed resource must have a minimum of three (3) years demonstrated experience, within the last five (5) years, in the repair, rebuild and maintenance of strength training and cardiovascular machines.		