



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

Visitor Center – RCMP/Centre des Visiteurs– GRC  
73 Leikin Drive, Bldg., M1, Mailstop #15  
Ottawa, Ontario K1A 0R2  
Attn: Sonya Dupont

**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

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Stand Up Narrow Aisle Electric Double Reach Lift Truck		<b>Date</b> December 30th, 2014
<b>Solicitation No. – N° de l'invitation</b> 201500306		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 P.M.	EST (Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	February 9, 2015	
<b>D.D.P. – D.D.P</b> Destination	<b>GST – HST</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> The Royal Canadian Mounted Police 1230 Old Innes Road, Unit 405-408, Loading Dock #8 Ottawa, ON K1B 3V3 ATT: (To be specified at contract award)		
<b>Invoicing Instructions</b> The Royal Canadian Mounted Police – M9295 Transport Unit 1426 St. Joseph Blvd. Ottawa, On K1A 0R2 ATT: (To be specified at contract award)		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Krista Meloche <a href="mailto:krista.meloche@rcmp-grc.gc.ca">krista.meloche@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 613-843-3804	<b>Facsimile No. – No. de télécopieur</b> 613-825-0082	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



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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. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

### 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](mailto: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](http://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) (<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: ninety (90) days



## **1.1 SACC Manual Clauses**

B1000T (2014-06-26), Condition of Material  
B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excess Goods

## **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 electronically 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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

## **5. Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1320 Old Innes Road, Ottawa, Ontario on January 22, 2015. The site visit will begin at 9:00 a.m. EST.

Bidders must communicate with the Contracting Authority no later than 5 business days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



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## **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 (2 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 are encouraged to:

- a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- b) 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.

The technical bid consists of the following:

- a) Completed and signed page 1 of the RFP;
- b) Completed Technical Information Questionnaire at Annex C with supporting documents (e.g. Proofs of Compliance, brochures, data sheets, web site information, photographs, etc.).

#### **Section II: Financial Bid**

- a) Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.
- b) SACC Manual Clauses C3011T (2013-11-06), 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** - as detailed in Annex A and C.

**1.1.2** Equipment supplied must be new and conform to the latest issue of the applicable specification that is in effect on the closing date of the RFP.

### **1.2 Financial Evaluation**

1. Bidders must submit pricing in accordance with Annex "B", Basis of Payment, with their bid at bid closing.
2. The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

### **2. Basis of Selection – Lowest Price**

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;
  - (c) the Bidder must provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative of all individuals who will require access to classified or protected information, assets or sensitive work sites. Fingerprinting may be required.
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](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 with FPS, bidders must provide the information required below before contract award.

#### 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;
- 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.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

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

- (a) The Contractor's personnel requiring access to classified or protected information, assets or sensitive work site(s) is required to be security cleared at the level of Facility Access as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
- (b) The Contractor's personnel must not remove or make copies of any designated or classified information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (c) The Contractor must comply with the provisions of the Security Requirements Check List in Annex D.

### **2. Requirement**

The Contractor must provide the items detailed under Annex A, Statement of Requirement.



### 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

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 29 - Code of Conduct and Certifications - Contract of 2010A referenced above is amended as follows:

Delete subsection 29.4 in its entirety.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before March 31, 2015.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Krista Meloche  
Title: Procurement Officer  
Royal Canadian Mounted Police, HQ Procurement and Contracting  
Address: 73 Leikin Drive, Ottawa, Ontario K1A 0R2  
Telephone: 613-843-3804  
Facsimile: 613-825-0082  
E-mail address: [krista.meloche@rcmp-grc.gc.ca](mailto:krista.meloche@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 Technical Authority

The Technical Authority for the Contract is: (To be specified only at contract award)

The Technical Authority named above 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 Technical Authority, however the Technical 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 - (To be filled in by the Bidder)

**General Enquiries**

**Delivery Follow-up**



Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
Email address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment – Firm Unit Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), in accordance with Annex B, Basis of Payment for a cost of \$ \_\_\_\_\_ (To be specified at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

**6.2 Method of Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

**6.3 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

**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.

7.2 Invoices must be distributed as follows:

- a) The original and one copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b) Upon request, one copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**8. 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.

**9. Applicable Laws**

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

**10. Priority of Documents**

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



- a) these Articles of Agreement;
- b) the general conditions 2010A (2014-06-26) General Conditions - Goods (Medium Complexity);
- c) Annex A, Statement of Requirement;
- d) Annex B, Basis of Payment
- e) Annex D, Security Requirements Check List;
- f) the Contractor's bid dated \_\_\_\_\_. (To be specified at contract award)

## 11. **SACC Manual Clauses**

G1005C (2008-05-12) Insurance  
D0018C (2007-11-30) Delivery and Unloading

### 11.1 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- a. Delivered Duty Paid (DDP) Ottawa Ontario Incoterms 2000 for shipments from a commercial contractor.

## 12. **Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirements and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 13. **Procurement Ombudsman**

### 13.1 **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](mailto:boa.opo@boa.opo.gc.ca).

### 13.2 **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](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX A

### STATEMENT OF REQUIREMENT

#### STAND UP NARROW AISLE ELECTRIC DOUBLE REACH LIFT TRUCK

Royal Canadian Mounted Police (RCMP) has a requirement for the supply and delivery of one (1) new Stand up Narrow Aisle Electric Double Reach Lift Truck complete with a battery and battery charger to the new RCMP warehouse located at 1230 Old Innes Road, Unit 7 and 8, Ottawa, Ontario in accordance with the specifications detailed herein.

#### 1 INSTRUCTIONS

The following instructions must be applied to Annexes A and C:

- 1.1 Requirements, identified by the word “must” are mandatory. Deviations will not be permitted;
- 1.2 Requirements identified by “must (TA)” are mandatory. However, the Technical Authority will consider alternatives for acceptance as a Technical Authority Approved Equivalents;
- 1.3 Requirements identified with a “will” define actions to be performed by the RCMP and require no action/obligation on the Contractor’s part;
- 1.4 Where “must”, “must (TA)”, or “will” are not used, the information provided is for guidance only;
- 1.5 In this document “provided” must mean, “provided and installed”;
- 1.6 Where a standard is specified and the Contractor has offered an equivalent, that equivalent standard must be provided, upon request;
- 1.7 Where certification is required, the Contractor must provide the certification or acceptable proof of compliance, upon request;
- 1.8 Metric measurement must be used as defining the requirement. Other measurements are reference only and may not be exact conversions; and
- 1.9 Dimensions stated as nominal must be treated as approximate dimensions. Nominal dimensions reflect a method by which materials or products are generally identified for sale commercially, but which differ from the actual dimensions.

#### 2 DEFINITIONS

The following definitions must be applied to the interpretation of Annexes A and C:

- 2.1 “Technical Authority Approved Equivalent” means a standard, means, or component type, which has been evaluated by the Technical Authority and determined to meet the specified requirements for form, fit, function, and performance; and
- 2.2 “Proof of Compliance” means a document such as a certificate of attestation signed by a certified engineer representing the Original Equipment Manufacturer, or a brochure, or a report generated by third party software or a third party test report indicating the performance and/or feature specified.



### 3 REQUIREMENTS

#### 3.1 Standard Design

The vehicle and associated equipment must:

- a) Be the latest model with all the latest standard features, whether or not called for in these specifications, except where this specification requires substitution in lieu of manufacturer's standard from a manufacturer who has demonstrated acceptability by manufacturing and selling this type and size class of vehicle and associated equipment for at least one (1) year;
- b) Have engineering certification available, upon demand, for this application from the original manufacturers of major equipment systems and assemblies;
- c) Conform to all applicable laws, regulations, and industrial standards governing manufacture, safety, noise levels, and pollution in effect in Canada at the time of manufacture; and
- d) Have system and component capacities not greater than their published ratings (i.e. product or component brochures) or accompanied by proof of compliance.

#### 3.2 Standards

- a) The unit must meet all Society of Automotive Engineers (SAE), Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards in effect on the date of the bid closing.

#### 3.3 Performance

Proof of Compliance must be provided to validate performance.

##### 3.3.1 Forklift Performance

The forklift with optional equipment or features, must:

- a) Capacities:
  - i. Have a basic capacity of no less than 3,000 pounds minimum at a 24 inch load center
  - ii. The minimum rated capacity with all required options must be 2500 pounds at a 36 inch load center to full lift height of 188 inches not shifted and to a rack depth of 72 inches.
- b) Heights:
  - i. The maximum lift height required is 188 inches.
  - ii. The maximum height of unit with mast lowered must not exceed 108 inches.
  - iii. A free lift height with standard load back rest installed must be a minimum of 48 inches.
  - iv. The overhead guard height must not exceed 86.5 inches.
  - v. The forward base arm assemblies (outriggers) must not exceed 5.0 inches in height due to the clearance of the lower storage racks.
  - vi. The forward base arm assemblies (outriggers) must tapered toe caps
- c) Widths:
  - i. The side shift carriage must have a minimum width of 29.5 inches.



- ii. The overall width of the unit must not exceed 43 inches.
- iii. The forward base arm assemblies (outriggers) must not exceed 43 inches.

d) Turning Radius:

This must be a “0” turn radius unit capable of operating in a 120 inches aisle, that has overhang up to 4 inches on each side of the racking system equaling to 112 inches turning radius area.

e) Under Clearance:

The unit must have a minimum under clearance of 3.9 inches.

### 3.4 Application Equipment

Equipment/features below must be provided:

a) Forks:

- i. The unit must be equipped with hydraulically extendable forks that are no more than 42 inches long when retracted and extendable to a distance of 72 inches when fully extended.
- ii. The overall length to the fork face with side shift installed must not exceed 48 inches.
- iii. The forks must be manually adjustable and lockable on the side shift carriage from completely together to full width of the carriage.
- iv. Removable pallet stops must be provided with the forks that attach to the movable portion of each fork.

b) Side Shift:

The unit must be equipped with a side shift carriage with a minimum 2 inch shifting capability from center in both directions.

### 3.5 Controls

- a) The unit must be equipped with individual control levers to independently control drive, lift/lower, reach, tilt, side shift and hydraulic fork extension operation.
- b) The unit must be equipped with a programmable safety lift limit switch which the operator can override or change lifting height capabilities.

### 3.6 Electrical system

- a) The unit must be provided with a 24 volt electrical system.
- b) The electrical system must be fully programmable and capable of self-diagnostics without the use of an external programmer.
- c) The motor control must be AC for lift and drive.

### 3.7 Steering

- a) The steering system must be standard type with full electronic power assist.
- b) The unit must be equipped with independent tandem wheels on each base arm assembly (outrigger).



### **3.8 Brakes**

- a) The unit must have regenerative electronic braking.

### **3.9 Operator Presence System**

The unit must be equipped with a dual pedal operator presence system that immobilizes the travel and load controls when the operator is not in the operator's compartment.

### **3.10 Traction Control**

The unit must be equipped with an electronic traction control system to reduce wheel slip in slippery conditions.

### **3.11 Display**

- a) The unit must have a programmable multi-function digital display that shows battery state of charge, time, date and vehicle speed.
- b) The unit must be equipped with an hour meter which displays key on hours, drive hours and load handling hours.
- c) The unit must be equipped with an indicator light showing when service is needed.
- d) The display must be capable of turning the unit off if it has been left unattended for more than ten minutes.

### **3.12 Camera**

- a) A camera assembly must be attached to the carriage to provide a view of the forks when entering a pallet.
- b) A colour monitor must be mounted under the overhead guard at a height of no more than 4' 6" (54 inches) from the operator's platform and in clear view of the operator.

### **3.13 Safety Beam**

A vertical steel safety beam must be mounted on the left rear side of the main body adjacent to operators steering control/wheel area.

### **3.14 Lights**

- a) Dual 12 volt LED work lights must be mounted to the upper mast area to allow the operator to see the load to be extracted from storage shelving.
- b) Dual 12 volt LED work lights must be mounted facing to the rear of the unit to allow the operator to view the work area to the rear of the machine when travelling in reverse.
- c) The unit must be equipped with a 12 volt amber LED strobe light in continuous operation while the unit is in use.

### **3.15 Battery**

- a) A 24 volt battery must be provided that at least meets the minimum weight and capacity for the unit.
- b) The battery must be able to provide a minimum 6 hours of continuous operation of the unit without charging.
- c) The battery must have a minimum 60 month manufacturer's warranty.

### **3.16 Charger**

- a) A CSA approved 24 volt charger must be provided.



- b) The charger must be capable of providing a full recharge to a completely depleted battery in eight hours or less.
- c) The charger must be a 600 volt AC single phase type to accommodate the maximum 60 amp electrical infrastructure in the building in which it will be operating.
- d) The charger must be warranty approved by the battery manufacturer.

### **3.17 Audible Alarm**

The unit must be equipped with an audible back-up alarm.

### **3.18 Paint**

The unit must be painted using the manufacturer's standard commercial colours. The prime coating must be high-durability, corrosion-resistant type. The prime coating must (TA) be epoxy type or baked power coat. The unit must have lead free paint.

### **3.19 Warranty**

- a) The contractor must supply a minimum of twelve (12) months / 2,000 hour total warranty on components, parts, and installation for the costs incurred to replace defective parts and components.
- b) The contractor must supply a minimum of twenty-four (24) months / 4,000 hour manufacturer's powertrain warranty.
- c) The warranty must be full machine, industry standard warranty administered through the contractor's organization.

## **4 INTEGRATED LOGISTIC SUPPORT**

The Contractor must ensure that spare parts required to properly maintain and repair completed vehicle are readily available for purchase for a minimum period of ten (10) years.

### **4.1 Inspection/Maintenance/Service Schedule**

- a) The contractor must provide to the Technical Authority an Inspection/Maintenance/Service Schedule that meets the specific requirements established by the manufacturer for the optimum performance of the vehicle, and associated equipment, during the warranty period.
- b) The contractor must perform the Inspection/Maintenance/Service of the vehicle in accordance with the schedule. All Inspection/Maintenance/Service costs must be at the accepted market rate, except for those costs covered specifically by the warranty.
- c) All service work must be performed by an authorized representative within a 100 km. radius of Ottawa, Ontario within 24 hours of notification at a service facility.
- d) The authorized representative must have ready access to regular maintenance and servicing parts and have the ability to access all other parts not normally stocked from an authorized parts dealer within 72 hours.

### **4.2 Documentation**

The Contractor must provide the following documentation:

- a) Vehicle Manuals - Manuals required for safe operation, maintenance and repair of the vehicles. It is preferred that a complete set of manuals be provided on CD/DVD-ROM, however, a complete set of Operator's Manuals must be provided in paper format, as a minimum. The Vehicle Manuals must include:



- i. Operator's Manuals - Operator's manuals in English (French translation is desirable);
  - ii. Parts Manuals - The Parts Manuals in English, (French translation is desirable);
  - iii. Maintenance, (Shop Repair), Manuals - The Maintenance, (Shop Repair), Manual in English, (French translation is desirable); and
- b) Warranty Letter - The Contractor must supply a paper copy of the completed bilingual Warranty Letter with the vehicle. The Contractor must send a copy of the Warranty Letter, in electronic format, to the Technical Authority, at shipment.

#### 4.2.1 Documents Provided

The Contractor must provide the following documents:

- a) Photographs - Two, (2), digital pictures, one left-front three-quarter view, and one right-rear three-quarter view of the vehicle. It is preferred that these pictures have an uncluttered background. Pictures must have a size of at least 4 Mega pixels; and
- b) Preventive Maintenance Replacement Parts List - A list of parts needed to perform preventive maintenance for a six, (6), month period is required. The list must be provided within fifteen, (15), working days of request. A complete change of all filters and filter elements must be included. Items such as special light bulbs, fan belts, and fuses may be included. The list will be reviewed, amended, (if required), and approved by the Technical Authority within ten, (10), working days of receipt. The list must include:
  - i. Part description;
  - ii. Original Equipment Manufacturer Part Number;
  - iii. Quantity per vehicle;
  - iv. Suggested quantity; and
  - v. Unit Cost.

#### 4.3 Training

The Contractor must perform the following training:

- a) Familiarization - One (1) day, (8 hours), familiarization instruction for a maximum of ten (10) users, no later than one month after delivery of the vehicle. The instruction must include the detailed operation and normal servicing of the vehicle and associated equipment and must be split into two - four, (4), hour segments for operator familiarization and maintenance familiarization. Familiarization instruction must be available in both official languages, if required. The final dates for training must be arranged with the Technical Authority.

#### 5.0 Vehicle Delivery Condition

- a) The vehicle must be delivered to destination in a fully operational condition. If the vehicle requires assembly at destination, the Contractor must be responsible for all manpower and equipment to perform the assembly. RCMP will provide the area required for assembly. For shipment verification, all items such as wheel wrenches, jacks, and all other tools, equipment, and accessories, which are shipped loose with the equipment, must be listed on the shipping certificate or to an attached packing note.
- b) The vehicle must be delivered with a minimum of two sets of keys.



## ANNEX B

### BASIS OF PAYMENT

- A. Prices are firm unit.
- B. Firm unit prices are in Canadian Dollars.
- C. Firm unit prices are Delivered Duty Paid (DDP) Ottawa, Ontario, including Shipping charges, Customs Duties and Excise Taxes, if applicable.
- D. Prices do not include GST or HST; however GST or HST will be added as a separate item, if applicable, on any invoice issued as a result of a contract.

Item	Description	Quantity	Unit of Issue	Firm Unit Price (each) Includes Shipping	Extended Price
1	Electric Forklift, including associated equipment and Integrated Logistic Support (eg. training, warranty, inspection/maintenance/servicing) as described in Annex A, Statement of Requirement	1	Each	1	\$
Total for Evaluation Purposes – Canadian Dollars					\$



**ANNEX C**

**TECHNICAL INFORMATION QUESTIONNAIRE**

This questionnaire covers technical information, which must be supplied by each bidder for assessment of equipment offered as part of the technical bid. When a bidder is unsure if their product complies they should not indicate compliance or non-compliance, but rather provide a complete explanation of the alternative offered.

Company Name: \_\_\_\_\_

**ANNEX A PARAGRAPHS**

**3.1 Standard Design** - Complies? Yes \_\_\_\_ No \_\_\_\_

a) Make: \_\_\_\_\_ Model: \_\_\_\_\_

Length of time this model has been in production and sold commercially: \_\_\_\_\_ years

b) Manufacturer engineering certificate – Provided? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

d) Are system/component used within published capacities? Yes \_\_\_\_ No \_\_\_\_

**3.2 Standards** - Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

**3.3 Performance**

**3.3.1 Forklift Performance** - Proof of Compliance Provided? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

**3.4 Application Equipment**

a) Forks - Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

b) Side Shift - Comply? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

**3.5 Controls** - Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

**3.6 Electrical System** - Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_



- 
- 3.7 Steering** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.8 Brakes** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.9 Operator Presence System** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.10 Traction Control** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.11 Display** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.12 Camera** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.13 Safety Beam** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.14 Lights** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.15 Battery** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.16 Charger** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.17 Audible Alarm** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.18 Paint** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 3.19 Warranty** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_
- 4. INTEGRATED LOGISTIC SUPPORT** - Complies? Yes \_\_\_\_ No \_\_\_\_  
Explanations \_\_\_\_\_



4.1 **Inspection/Maintenance/Service Schedule** – Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

4.2 **Documentation**

a) Vehicle Manuals – Provided at delivery? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

b) Warranty Letter - Provided at delivery? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

4.2.1 **Documents Provided to Technical Authority**

a) Photographs - Provided? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

b) Preventive Maintenance Replacement Parts List – Available upon request? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

4.3 **Training**

a) Familiarization - Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

5.0 **Vehicle Delivery Condition** - Complies? Yes \_\_\_\_ No \_\_\_\_

Explanations \_\_\_\_\_

**Alternatives to Specified Requirements** - Details of any alternatives/equivalents offered must be provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





ANNEX D

SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

NARMS # 201411123634  
 Contract Number / Numéro du contrat  
 201500306  
 Security Classification / Classification de sécurité

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: RCMP  
 2. Branch or Directorate / Direction générale ou Direction: NIHQ Asset Management

3 a) Subcontract Number / Numéro du contrat de sous-traitance  
 3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
 There is Tender call to obtain a Facility for MEMA Warehouse at 1230 Old Innes Road. The interest parties are receiving a publicly tender package including technical specs. They may need once to visit the site to see the warehouse layout and functionality. The successful bidder must provide on-site training to comply with our request.

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

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	NATO / OTAN	Foreign / Étranger
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	All NATO countries / Tous les pays de l'OTAN	No release restrictions / Aucune restriction relative à la diffusion
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restricted to / Limite à: <input type="checkbox"/>	Restricted to / Limite à: <input type="checkbox"/>	Restricted to / Limite à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

Canada	NATO	Foreign
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat <b>201500306</b>
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?  No / Non  Yes / 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 / Non  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 type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |   |  |

Special comments / Commentaires spéciaux: Facility Access with escort

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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  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?  No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>201500306</b>
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 / CLASSIFIÉE			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
											A	B	C			
Information / Assets / Transparencies / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).