

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet SCHEDULED TRANSPORTATION SERVICES	
Solicitation No. - N° de l'invitation EN929-151498/A	Date 2015-02-02
Client Reference No. - N° de référence du client 20151498	
GETS Reference No. - N° de référence de SEAG PW-\$\$LM-004-66682	
File No. - N° de dossier lm004.EN929-151498	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-03	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ogbumor, Alfred	Buyer Id - Id de l'acheteur lm004
Telephone No. - N° de téléphone (819) 956-3589 ()	FAX No. - N° de FAX (819) 956-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
Material Traffic Division /Division du transport du matériel
11 Laurier St. / 11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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

Solicitation No. - N° de l'invitation

EN929-151498/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Im004

Client Ref. No. - N° de réf. du client

20151498

File No. - N° du dossier

Im004EN929-151498

CCC No./N° CCC - FMS No/ N° VME

REQUEST FOR PROPOSAL

SCHEDULED TRANSPORTATION AND RELATED SERVICES

SERVICES TO BE PROVIDED TO:

CHEQUE REDEMPTION CONTROL DIRECTORATE (CRCD) MATANE

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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Buyer ID - Id de l'acheteur
Im004
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, Daily Transportation Sheet and the Security Requirements Checklist.

1.2 Summary

- (i) To provide transportation services for protected records on behalf of the Cheque Redemption Control Directorate (CRCD), Public Works and Government Services Canada, consisting of the transportation of cheques issued by the Government of Canada. These Cheques and related documents in bags are loaded in containers (cages), picked up from the Enterprises Solutions Group (ESG) warehouse, located on the Montreal Island, Québec and delivered to CRCD offices located in Matane, Québec.

In addition, other documents to pick-up at the same location, such as claimant report cards for the department of Human Resources and Skills Development Canada (HRSDC) will sometimes be included in the same shipment.

This transportation service must also include the return of empty containers (cages) from Matane back to Enterprises Solutions Group (ESG) warehouse, Montreal.

It is the intent to award one (1) Contract.

- (ii) The Identified User is PWGSC, Cheque Redemption Control Directorate (CRCD) Matane, Quebec;
- (iii) **The period of the contract:** the period of the Contract is from April 1, 2015 to March 31, 2017 inclusive. The Contractor will be required to start providing the services as stated in the statement of work as soon as possible from the date of contract award.
- (iv) "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security

clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.

- (v) As per the Integrity Provisions under section 01 of *Standard Instructions 2003 and 2004*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.
- (vi) “For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.”
- (vii) “The requirement is subject to a preference for Canadian goods and/or services.”
- (viii) “The requirement is limited to Canadian goods and/or services.”

1.3 Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

1.4 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

“Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of Standard Instructions (2003) incorporated by reference above are deleted in their entirety and replaced with the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
- 5. Canada may, at any time, request that a bidder provide properly completed and signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*)

for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.”

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

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) 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 by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

- 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.

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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.

2.6 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Office of Small and Medium Enterprises (OSME)

PWGSC has established the Office of Small and Medium Enterprises (OSME) to assist suppliers in accessing and competing for opportunities in the Federal Marketplace. Its services include the Business Access Canada site found at: <https://buyandsell.gc.ca/for-businesses/contacts-for-businesses/office-of-small-and-medium-enterprises-osme-regional-offices>

For specific questions or concerns about this Contract, please contact the Contracting Authority.

2.8 Sustainable Development

It is the policy of the Canadian Government to carry out its mandate in a manner consistent with the principles of sustainable development and to promote sustainable development opportunities and obligations with respect to economic growth, social well-being, and a healthy environment thereby enhancing services to Canadians.

The Bidder is encouraged to support sustainable development by:

1. Contributing to environmental objectives, such as:
 - * Reducing greenhouse gas emissions and air contaminants;
 - * Improving energy and water efficiency;

- * Reducing ozone depleting substances;
- * Reducing waste and supporting reuse and recycling;
- * Reducing hazardous waste; and
- * Reducing toxic and hazardous chemicals and substances.

2. Resulting in more environmentally responsible planning, acquisition, use and disposal practices in the Federal Government.

The Bidder is requested to provide details of its practices for sustainable development. These details will not be evaluated; however they will be incorporated into any resultant call-up contract.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid two (2) hard copies and one (1) soft copy on USB or CD

Section II: Financial Bid one (1) hard copy and one (1) soft copy on USB or CD

Section III: Certifications one (1) hard copy

Section IV: Additional Information one (1) hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

Bidders must also address the requirements of Part 4 Mandatory Technical Criteria M1 to M6

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment (Annex "B"). The total amount of Applicable Taxes must be shown separately. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

- a. Bids not meeting all the mandatory requirements will be rendered non-responsive and will be given no further consideration. Only bids found to meet the mandatory requirements will be considered for Financial evaluation.
- b. Bidder can submit only one bid. For the purpose of this Request for Proposal, individual members of a joint venture soliciting in their own capacity are not considered the same Bidder as a joint venture in which they form a part. The bid must be by the Bidder itself and does not include the offer of any proposed subcontractors, any affiliate(s) of the Bidder or any corporate predecessor.

- c. If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contract Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
- d. Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid. All elements of the Request for Proposal that are mandatory requirements are identified specifically with the words "must" or "mandatory" bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.
- e. For reference checks, Canada may conduct reference checks in writing by e-mail or phone. Response is to be received within 3 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 2 working days. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated. Crown references will be accepted.

1.1.1. Mandatory Technical Criteria

The bid must meet ALL the Mandatory Technical Criteria's **M1 to M6**, specified below.

Bidders are advised to give special attention to each criterion.

Each mandatory criterion should be addressed separately. A bid must comply with the requirements of the Request for Proposal 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.

M1 - Firm/Business Experience and Expertise:

Proposal must demonstrate that the firm has a minimum of three (3) continuous years of experience in providing transportation services during the last ten (10) years.

The Bidder must demonstrate that over a period of three (3) years, it has participated in transportation services similar to or greater in size and scope in the activities described in the Statement of Work.

The Bidder must also include:

A brief description of project(s) completed over the last ten (10) years by the Bidder, which clearly demonstrates the Bidder's ability to provide the services described in the Statement of Work; and for each of the project(s) listed, the Bidder must include:

- (i) date and scope of the specific services provided;
- (ii) client name;
- (iii) telephone number;
- (iv) transportation locations (from: to:);
- (v) the type of goods carried;
- (vi) service period (year);
- (vii) number of driver(s) full-time equivalent (FTE) driver(s) affected to the service.

M2 - Proposed Vehicles

Vehicles to be used for this contract must be of the year 2010 or newer.

In order to demonstrate that vehicles meet the specified requirements, bidder must provide with its bid, for each proposed vehicles (regular and backup vehicles), full description and specifications.

- (i) Vehicles type and year;
- (ii) Vehicles must be in good operating state and rust free. Each vehicle must be equipped with a restricted access key-operated locking system (please provide details of vehicles with regards to requirement).
- (iii) The bidder will determine the size of vehicle that suits him according to the characteristics of size and weight specifications required. The weight of each cage is approximately 93 kg and measures 1,07m X 1,27m X 1,16m (volume 1,57m³). The vehicle must be able to contain 1 to 3 cages per trip (please provide details of vehicles with regards to requirement).
- (iv) The vehicles to be used must be a maximum height of 4.14 meters according to the dimensions of the loading dock at CRCO Matane. In addition, the distance between the garage door and the unloading dock is 64 feet long and the vehicle must not be longer in order to close the garage door during unloading at Matane (please provide details of vehicles with regards to requirement).

Bidders, upon request, must provide vehicle(s) registration, inspection report and other relevant details, which clearly indicate that the vehicle(s) meets the qualifications. Failure to provide sufficient details will result in the bid being evaluated as non-responsive.

M3 - Proposed Route Drivers

The Bidder must demonstrate that the proposed personnel meet the following minimum mandatory Qualifications:

- (i) proposed route drivers must have a minimum of six (6) months of experience as route driver;
- (ii) valid driver's license number;
- (iii) names of the proposed route driver(s);
- (iv) Names of back up driver that will be working on this contract.
- (v) must be proficient in English and French or French essential orally;
- (vi) be security cleared to Reliability level for drivers including back up driver (See security in Part 7);
- (vii) Be bonded in the amount of \$ 5,000.00. The bidder must indicate that drivers are bonded.

Proof of bonding (certificate of bonded insurance) must be submitted to the contracting authority within seven (7) calendar days of contract award.

In order to demonstrate that the proposed drivers possess the qualifications specified above, bidder must provide recent clean driving record (updated in the last three months) and a résumé for each of the proposed driver (primary and back-up drivers).

This résumé must clearly demonstrate the qualifications of the proposed driver and should include the following:

- (a) Driver's name;
- (b) years of experience in the transportation industry;
- (c) number and level of personal security screening;
- (d) participation in and description of projects similar or greater in scope to the activities described in the Statement of Work and the client for whom the work was done;
- (e) client references including telephone number(s) to cover at least six (6) months of experience;
- (f) language profile

M4 - Proposed Project Manager

The Project Manager is responsible for managing and overseeing the day-to-day operations. This individual must be the main point of contact with the Project Authority and Contract Authority and have the authority to correct, revise or action requirements as they occur.

The Bidder must demonstrate that the proposed personnel meet the following minimum mandatory Qualifications:

- (i) the proposed Project Manager must have a minimum of two (2) years experience within the last five (5) years in transportation and related services of similar or greater in scope to the requirements described in the Statement of Work.
- (ii) the Project Manager must be proficient in English and French or French essential, both oral and written.

In order to demonstrate that the proposed manager possess the qualifications specified above, bidder must provide the résumé of the proposed Project Manager.

This résumé must clearly demonstrate the qualifications of the proposed Project Manager and should include the following:

- (a) project Manager's name;
- (b) years of experience in the transportation industry;
- (c) participation in and description of projects similar or greater in scope to the activities described in the Statement of Work and the client for whom the work was done;
- (d) client references including telephone number(s) to cover at least two (2) years of experience
- (e) language profile

M5 - Proposed Communication Tool for Drivers

The Bidder shall demonstrate how the drivers and the back-up/replacement drivers will communicate to CRCD at any given time during a working day (during transit).

M6 - Proposed transportation Solution

Bidder must elaborate on how it will be possible, with the proposed quantity and type of vehicles, and with quantity of proposed drivers, to provide transportation services as described in Annex A - Statement of work. Furthermore, the proposal must be realistic and practicable according with applicable rules and regulations.

In order to demonstrate that the proposed transportation solution meet the requirement specified in the resulting contract, bidder must submit a typical weekly trip plan, including trip route, drivers and vehicles schedule.

4.1.2 Financial Evaluation

Bidders declared responsive in the Technical Evaluation will be evaluated based on rates submitted in the Annex "B" - Basis of Payment.

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Bidders must state the cost of their services, (i.e. prices/rates), in the attached Basis of Payment in Canadian dollars, (see Annex "B")

Total bid will be calculated as follows:

Fiscal year 2015 unit rate plus fiscal year 2016 unit rate plus fiscal year 2017 unit rate plus fiscal year 2018 unit rate plus fiscal year 2019 unit rate

Total Aggregate evaluated cost equals total of unit rate 2015 through 2019. Total Aggregate evaluated cost = bidder's evaluated price.

* A financial year starts from 1st of April and ends the following year 31st of March. For example, financial year 2015-2016 will start April 1st 2015 and end March 31st 2016.

**A round trip includes load in Montreal, unload in Matane and return of empty cages of the previous trip in Montreal (as described in details in Annex A - Statement of Work).

4.2 Basis of Selection

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.

PART 5 - CERTIFICATIONS

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

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

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

5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#) (2014-09-25). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 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](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification (clause [A3050T](#) (2014-11-27) - Canadian Content Definition.

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult [Annex 3.6](#) (9) of the *Supply Manual*.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

This procurement is limited to Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause **Canadian Content Certification**.

5.1.3.2 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Canada will not delay the award of any contract to allow bidders to obtain the required clearance
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

1. **Financial Capability Requirement:** The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a

- minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
 - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
 3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
 4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, 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

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

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

7.2 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.

7.2.1 General Conditions

[2035](#) (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening, issued by the Canadian Industrial Security Division (CISD), Public Works and Government Services (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISC/PWGSC.
3. The Contractor/Offeror may remove PROTECTED information or assets from the work site(s) as required by this Contract/Standing Offer, but is **NOT AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT**. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1, 2015 to March 31, 2017 inclusive

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional) periods of one (1) year each, from April 1, 2017 to March 31, 2018 and April 1, 2018 to March 31, 2019 under the same conditions and at the rates or prices specified in the Standing Offer (Basis of Payment).

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alfred Ogburn
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Address: 11 Laurier Street, 7B3
Gatineau, Qc K1A 0S5
Telephone: 819-956-3589
Facsimile: 819-956-4944
E-mail address: alfred.ogburn@pwgsc-tpsgc.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.

7.5.2 Project Authority

The Project Authority for the Contract is:

To Be Advised

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.

7.5.3 Contractor's Representative

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: ____ - ____ - ____

Mobile Phone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

7.6 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.

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:

- 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.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price per round trip, as specified in Annex B - Basis of Payment.

Fuel Surcharge: There is no fuel surcharge.

Accommodation: There is no hotel accommodation

7.7.2 Limitation of Price

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

7.7.3 T1204 - Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) incorporated by reference

7.7.4 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment - incorporated by reference

7.7.5 Delivery Delays or Failure

Failure to meet the deadline of 6:30am delivery for the services to be provided for pick up in Montreal and deliveries to Matane, under the Contract terms and conditions and Statement of Work, will result in liquidated damages. An amount for liquidated damages will be applied in accordance with the following provisions:

7.7.5.1 This course of action is:

- a. In addition to the remedies provided, to Canada, in the general terms and conditions and shall not limit any other rights and remedies of Canada;
- b. Not intended to be, nor are they to be construed as, punitive;
- c. Any delay by the Contractor in meeting the specific delivery time of 6:30am as stated in the Statement of Work, section 7.6, is defined as a Service delay and is subject to liquidated damages.

7.7.5.2 Service Delay means:

a. Late Delivery: Factors that are within the Contractor/Driver control that contributed to late deliveries that includes, but not limited to: Traffic Road Regulation, Vehicle maintenance/breakdown, late pick up, Driver conduct, Lack of Planning, a delay related to other deliveries, Absence from work.

b. Factors that are beyond the control of the Contractor/Driver will not be considered as a Service Delay and liquidated damages will not be applied. Factors beyond the control of the Contractor/Driver solely include events leading to road closure such as weather conditions (snow/ice storm, natural disaster) or traffic accidents between other vehicles and not involving the driver.

c. The Contractor shall be charged specific percentage of the firm unit round trip price for having kept the CRCD Matane employees waiting, as a result of the Service Delays. Specific percentage applied to delayed deliveries is as follows:

i. If the Contractor fails to deliver the containers (cages) to Matane by 6:30am and the delay is up to 30 minutes beyond 6:30am, the Contractor agrees to pay to Canada liquidated damages, in the amount of 10%, of the daily round trip firm unit price.

ii. If the Contractor fails to deliver the containers (cages) to Matane by 6:30am and the delay is over 30 minutes and up to 60 minutes beyond 6:30am, the Contractor agrees to pay to Canada liquidated damages, in the amount of 20%, of the daily round trip firm unit price.

iii. If the Contractor fails to deliver the containers (cages) to Matane by 6:30am and the delay is over 60 minutes and up to 90 minutes beyond 6:30am, the Contractor agrees to pay to Canada liquidated damages, in the amount of 30%, of the daily round trip firm unit price.

iv. If the Contractor fails to deliver the containers (cages) to Matane by 6:30am and the delay is over 90 minutes and up to 120 minutes beyond 6:30am, the Contractor agrees to pay to Canada liquidated damages, in the amount of 40%, of the daily round trip firm unit price.

v. If the Contractor fails to deliver the containers (cages) to Matane by 6:30am and the delay is over 120 minutes beyond 6:30am, the Contractor agrees to pay to Canada liquidated damages, in the amount of 50%, of the daily round trip firm unit price.

The total amount of the liquidated damages must not exceed 50% of the daily round trip firm unit price.

d. Canada and the Contractor agree that the amounts as calculated above form the best pre-estimate of the loss to Canada in the event of such service delays as stipulated under article 6.5.2 above, and that it is not intended to be, nor is it to be interpreted as, a penalty.

e. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing, at any time, by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

f. Nothing in this section must be interpreted as limiting the rights and remedies, which Canada may otherwise have under the Contract.

7.7.5.3 Bonus Premium

Each 3 months, a bonus equivalent at 3 trips will be given if the supplier arrives before 6h30 at each scheduled dates of these 3 months. There will be a minimum of 200 trips per year and the contractor will be inform if a trip is cancelled 20 days before the scheduled date.

In order to be eligible for the bonus, Contractor must meet daily delivery time of 6:30am as stipulated below.

i. The fiscal year period is from April 1 of a given calendar year, to March 31 of the following calendar year.

The periods for such bonus for any given fiscal year are as follows:

1st period: April 1 to June 30
2nd period: July 1 to September 30
3rd period: October 1 to December 31
4th period: January 1 to March 31

ii. For every three (3) month period of a fiscal year,

a. If the Contractor did not delay in deliveries (if all deliveries are made by 6:30am) the Contractor will be entitled to a bonus payment equivalent to 3 round trips, at the firm unit round trip price;

7.8 Invoicing Instructions

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. Payment will only be made upon submission of a satisfactory invoice duly supported by specified release documents or other documents called for under the contract.

7.8.1 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment

7.9 Certifications

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wordings 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 2035 (2014-09-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;

- (f) Annex D, Daily Transportation Sheet;
- (g) Annex E, Security Requirements Check List;
- (h) the Contractor's bid dated _____, as clarified on _____

7.12 Insurance

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

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

The Contractor must forward to the Contracting Authority within seven (7) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 Authorized Drivers

The Contractor must ensure that the personnel performing the work under the Contract are competent employees/drivers.

The following individuals are authorized to perform the work:

Driver 1: _____

Driver 2: _____

Driver 3: _____

7.14 Access to Facilities and Equipment

SACC Manual clause B9028C (2007-05-25) - Access to Facilities and Equipment - incorporated by reference

7.15 Government Site Regulations

SACC Manual clause A9068C (2010-01-11) - Gouvernement Ste Regulations - incorporated by reference

7.16 Contract Reporting

The Contractor must compile and maintain records on its provision of services to the federal government under contract.

The Contractor must maintain this data in accordance with the requirements detailed in (Annex "A" - Appendices A-1 and A-2) and (Annex "D"). If some data is not available, the reason must be indicated.

The Contractor must report the details of the services provided using the format of Annex "D" at the end of each four (4) month of a fiscal year to the Contracting Authority.

Along with this report may submit an invoice for the bonus associated with the period been reported on.

Solicitation No. - N° de l'invitation
EN929-151498/A
Client Ref. No. - N° de réf. du client
20151498

Amd. No. - N° de la modif.
File No. - N° du dossier
Im004EN929-151498

Buyer ID - Id de l'acheteur
Im004
CCC No./N° CCC - FMS No./N° VME

A condition for the payment of such bonus will be the submission of the above report to the satisfaction of the Contracting Authority.

The arrival times in Matane indicated in Annex "D" must match those recorded in Appendix A-2 in Annex "A"

The reporting periods of each 4 months are defined as follows:

1st period: April 1 to July 31;
2nd period: August 1 to November 30;
3rd period: December 1 to March 31;

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

ANNEX "A"

STATEMENT OF WORK

1. Objective

To provide transportation services for protected records on behalf of the Cheque Redemption Control Directorate (CRCD), Public Works and Government Services Canada (PWGSC), consisting in the transportation of cheques issued by the Government of Canada, from the Enterprises Solutions Group (ESG) warehouse located on the Montreal Island, towards the CRCD offices based in Matane.

In addition, other documents to pick-up at the same location, such as claimant report cards for the department of Employment and Social Development Canada (ESDC) will sometimes be included in the same shipment.

This transportation service must include the return of empty containers (cages) at the loading location.

2. Context

The CRCD processes bank reconciliation of all payments cleared through the Receiver General for Canada by the Bank of Canada as well as other payments such as departmental bank account cheques cleared under contractual agreements.

Once the bank reconciliation is done, the CRCD safely stores all the cheques and electronic payments and proceeds to their destruction at the end of the prescribed retention period in accordance with the *Financial Administration Act*.

The CRCD produces and sends reports from bank reconciliation operations to financial institutions, the Accounting, Banking and Compensation Branch (ABCB) client sectors and other departments.

The CRCD operates a financial and non-financial document Electronic Imaging Service for federal government departments and agencies based on memoranda of understanding, thereby supporting the implementation of the PWGSC Common Services Delivery strategy.

The CRCD is certified ISO 9001:2008. This certification specifies requirements for a quality management system where an organization needs to demonstrate its ability to consistently provide a product that meets customer and applicable statutory and regulatory requirements, and; aims to enhance customer satisfaction through the effective application of the system, including processes for continual improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

Finally, the Government of Canada has put forward an initiative to encourage Canadians Citizens to apply to Direct Deposit. This initiative should lead to a decrease of the number of issued cheques in a few years.

3. Description and Scope of Work

Services provided must include:

- 3.1. The provision of transportation services including collection and delivery of the goods at service points specified herein (refer to the operational procedures in Article 7).
- 3.2. Cheques are carried in bags or boxes and these boxes can in turn be placed in bags. Some documents may be placed in envelopes (plastic). Everything (bags, boxes, envelopes) must be loaded into containers (cages). The maximum weight of a bag is 20 kg.
- 3.3. The loading and the unloading of the vehicle must be made for the collection and the delivery of the goods. The CRCD will provide the driver with an electric low-lift truck (model presently used: BT LT 2000 with a maximum lift capacity of 2000 kg) for the loading and unloading.
- 3.4. When the material is picked up at the ESG warehouse in Montréal, the delivery slip of the cheques and claimant report cards and the number of bags to be carried are indicated on it and given to the driver. Upon arrival in Matane the driver must give the delivery slip to the person in charge in Matane. That slip is the reference document for the delivered goods.
- 3.5. During collections and deliveries, the driver must obtain legible signatures from the person in charge (during collections and deliveries) and affix his own signature once the count is **done**, in order to validate the quantity shipped and delivered as well as mark down any discrepancies. Driver must make sure that shipper or receiver sign and print his name on the slip before leaving.
- 3.6. Empty containers (cages), including empty bags should always be returned from Matane to the ESG warehouse in Montreal. The driver will find these containers on the loading platform of the garage when delivering in Matane.
- 3.7. The driver must be present at each location specified in Article 9, within the delivery delay indicated in Article 7. If he cannot make it to the point of collection or delivery, the Contractor must inform the appointed Project Authority at the CRCD-Matane as fast as possible and set up the transportation replacement procedures in accordance with Article 6.
- 3.8. The Contractor must appoint a project manager to report problems, solve problems, inquiries and other matters related to the contract.
- 3.9. The Contractor must provide the trucking/driver schedule for the next month a week before the beginning of each month. The schedule should at least include the names of the drivers and truck identification for each working day. An example of a monthly trucking schedule can be found in Appendix 4 for guidance.

4. Drivers' Requirements

Drivers must have client orientation and interpersonal skills; they must be able to work well with others, to dress properly for work and possess good communication skills and must be reliable.

The drivers must carry around a personal identity card of the company and show it whenever he is asked to do so at the collection or delivery location.

All drivers must be equipped with a communication device e.g. cell phones, Blackberry with a voice messaging and call display capability at the expense of the contractor. The communication device must always be turned on during working hours.

The Contractor must provide the Project Authority with the list of drivers and their telephone numbers before the beginning of the contract. Subsequently, the Project Authority must be informed of any changes if necessary.

The drivers must know the shipping corridor and hold the required security clearance specified herein.

5. Vehicles Requirements

The Contractor will indicate the suitable size of the vehicles according to the characteristics (weight and size) of loads. An example of an annual distribution of the weight transported is found in Appendix 3 for guidance. The types of vehicles required must be a maximum height of 4.14 meters according to the dimensions of the loading dock in Matane. In addition, the distance between the garage door and the unloading dock is 64 feet long and the vehicle must not be longer in order to close the garage door during unloading.

The oldest vehicle models must be that of 2010. Throughout the contract period, vehicles must be in good working condition and free of rust. To demonstrate that vehicles comply with specified requirements, the contractor, on request, must submit vehicle registration numbers and other relevant details that clearly indicate that the vehicle or vehicles meet the requirements.

Each vehicle used must be equipped with a restricted access key-operated locking system, locked when the driver is not inside, and must not be accessible or used by unauthorized passengers.

6. Vehicles and Drivers Replacement

The Contractor must provide a substitute vehicle and a substitute driver in cases of vehicle breakdown(s) or employee(s) on sick or vacation leave. The Contractor must coordinate the required replacements in order to meet the required delivery schedule.

The substitute driver must know the shipping corridor and hold the required security clearance specified herein.

The vehicle and the substitute driver must comply with all requirements for vehicles and drivers. The information required with regard to both the vehicle and the substitute driver must also be provided.

7. Operational Procedures

In order to collect financial and non-financial records, drivers commuting between the CRCD-Matane

and the ESG warehouse in Montreal must follow this procedure:

7.1. Financial and non-financial record transportation

7.1.1. Collect financial and non-financial records at the Dynamex warehouse in Montreal.

7.1.2. Collect the bordereau entitled *Customer Operations Enterprise Solutions* (Appendix 1) that states details of the delivery of cheques.

7.2. Pick up and return empty containers

7.2.1. Collect and load empty containers (cages) from CRCD-Matane

7.2.2. Bring back and unload the empty containers (cages) at Dynamex warehouse in Montreal.

7.3. Bag count

7.3.1. Count the bags and enter the total number under *bags going to Matane* on the *Customer Operations Enterprise Solutions* bordereau.

7.3.2. Calculate the total number of pieces/bags for all branches indicated on the bordereau under *No. pièces total* and confirm if the total number matches the number of pieces/bags:

- If it matches:
 - ◆ Affix the initial of the driver near the total.
- If it does not match:
 - ◆ Inform the official at the Dynamex warehouse;
 - ◆ Verify if Dynamex had received the missing bag or bags and deal with the situation as indicated.
- If the bags are found:
 - ◆ Affix the initial of the driver near the total.
- If the bags are not in the ESG warehouse:
 - ◆ Enter the number of missing bags at the bottom of the bordereau;
 - ◆ Initial.

7.4. Load containers (cages and bags) into the truck and lock them.

7.5. Write the number of containers on the bordereau entitled *Customer Operations Enterprise Solutions*; indicate arrival and departure time and sign.

7.6. Documents are generally available for loading at the ESG warehouse starting at 8:00 p.m. The loading can occasionally be delayed. Documents must be loaded before 9:30 p.m. To advise of any delay and its reasons, the driver must contact the ESG staff at this toll-free number: 1 866 232-3334.

7.7. The load (documents) must be delivered at the CRCD-Matane at 6:30 a.m. according to the predetermined annual delivery schedule based on applicable business days that will be

provided before the beginning of each year. For a list of public holidays for 2015, see Appendix 5 - *List of public holidays*.

- 7.8. In case of problems or delay in delivery, the Project Authority of the CRCD-Matane must be informed as soon as possible. The Project Authority can be reached at any time by phone. If he does not answer the phone, leave a message on his voicemail to advise him of the situation.
- 7.9. The driver must contact the commissionaire (418 566-7268) within 30 minutes before his arrival at the CRCD-Matane to request access to the garage. The CRCD commissionaire will provide the contractor with two garage door openers to open the garage door of the CRCD-Matane. Those door openers will remain the property of the CRCD and will have to be returned to the commissionaire before the driver leave the CRCD in Matane.
- 7.10. On arrival at the CRCD-Matane, the driver must park the truck against the unloading platform inside the garage, unload containers from the truck and place them on the platform. The garage is the only authorized access to the CRCD-Matane building.
- 7.11. The driver must fill the form *Travel Details* (Appendix 2) and complete the following fields:
- Departure time;
 - Arrival time;
 - Problems or additional details;
 - Sign the form and write his name;
 - Get the signature of the Project Authority of the CRCD-Matane or the designated representative of the CRCD
- 7.12. Give the following documents to the Project Authority of the CRCD Matane:
- *Customer Operations Enterprise Solutions* (Appendix A-1);
 - *Travel Details* (Appendix A-2).

8. Contractor's Responsibilities

- 8.1. The Contractor is responsible for the maintenance of the vehicles, fuel, oil, insurance, parking, tickets and any other costs associated with this service.
- 8.2. The Contractor must ensure control and security of items in transit because they are original documents and cannot be replaced. Documents in vehicles must be locked and must not be left unattended.
- 8.3. The Contractor must immediately notify the Project Authority at the CRCD-Matane of any problem concerning drivers or vehicles or any other issue related to the service provided under contract.
- 8.4. The Contractor is responsible for the safety of his staff when they are in government offices or elsewhere and for the safety of departmental properties while they are in his possession.

8.5. When the contract will be awarded, 2 days of training will be provided to the Contractor in order to operationally go through all the transportation procedures. Subsequently, the Contractor will be responsible to provide training to his designated drivers.

8.6. The Contractor is responsible to meet the delivery schedule specified herein.

9. Points of Origin and Destination

Documents must be shipped from the loading point (Montréal) to the unloading point (Matane).

Current addresses are:

Dynamex warehouse in Montréal
Dynamex Lachine Office
1881, 32^e avenue
Lachine, Quebec H8T 3J1

CRCD-Matane
150, boulevard Dion
Matane, Quebec G4W 4N3

Note: Addresses are subject to change but will never be out of the Montreal Island and Matane respectively. The Contractor will then be notified in writing by the contracting authority within a period of at least 15 days before the effective date.

10. Working Languages

Required working languages are French and English (bilingual) or essentially French.

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Annex A

Appendices

Appendix A-1 : Customer Operations Enterprise Solutions

Appendix A-2 : Travel details

Appendix A-3 : Example of an annual distribution of the weight transported

Appendix A-4 : Example of a monthly trucking schedule

Appendix A-5 : List of public holidays

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Appendix A-1: Customer Operations Enterprise Solutions

Opérations des Clients Solutions pour l'entreprise (ESCO MTL)							
5205 Blvd Métropolitain E Suite 100 H1R 1Z7							
Customer Opérations Entreprise Solutions							
Bur (514)329-0128 Ext: 2001							
Date :				Signature :			
Incoming Bag							
Sacs Entrant							
	Mon	Hal	Win	Cal	Van	Ott	Tor
Arrival Times							
Heure d'arrivée							
Fics bags received							
No sacs reçus							
Driver Initial							
Initiales-Chauff							
Bags going to Matane							
Sacs sortant pour Matane							
Pieces/bags	Mon	Hal	Win	Cal	Van	Ott	Tor
Pièces/sacs 1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
No pièces Total							
					No Monos		
					Envelopes		
Driver Chauffeur:				Hres d'arr		Hres D'ép	

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Appendix A-2: Travel Details

DATE	TIME Departure from Matane	TIME Arrival in Montreal	PROBLEMS ENCOUNTERED OR ADDITIONAL DETAILS
DATE	TIME Departure from Montreal	TIME Arrival in Matane	PROBLEMS ENCOUNTERED OR ADDITIONAL DÉTAILS

Truck driver's name

Signature

Appendix A-3: Example of an Annual Distribution of the Weight Transported

Important note: The data in Appendix 5 are provided for guidance only. They may vary depending on several factors. The numbers may increase or decrease depending on days and years. These data must not be interpreted as a minimum or maximum commitment in terms of volumes and quantities to be transported.

Here is an example of an annual distribution of the weight transported (including the weight of the cages):

	Total weight transported (kg)	Number of trip	average weight (kg)/ trip	average number of cage/ trip
October 2013	12725	22	578	1
November 2013	7473	20	374	1
December 2013	8084	20	404	1
January 2014	14008	22	637	2
February 2014	7150	20	358	1
March 2014	8303	21	395	1
April 2014	16609	20	830	2
May 2014	14405	21	686	2
June 2014	8119	20	406	1
July 2014	14562	22	662	2
August 2014	7538	21	359	1
September 2014	6782	21	323	1
TOTAL	125758	250	503	1

* A cage weights 93 kg and measures 1.07 m X 1.27 m X 1.16 m (volume: 1.57 m³)

* The number of cages carried may vary from 1 to 3 per trip.

Here is an example of a detailed annual distribution of the weight transported per day (the weight of the cages is not included):

Date	Total weight transported (Kg)/ Poids total transporté (Kg)	Approx. number of cheques / Nombre approx. de chèques	Number of cages / Nombre de cages
2013/10/01	568	376000	2
2013/10/02	566	375000	2
2013/10/03	308	204000	1
2013/10/04	214	142000	1
2013/10/07	172	114000	1
2013/10/08	136	90000	1
2013/10/09	242	160000	1
2013/10/10	293	194000	1
2013/10/11	482	319000	2
2013/10/15	480	318000	2
2013/10/16	823	545000	2
2013/10/17	1060	702000	3
2013/10/18	832	551000	2
2013/10/21	559	370000	2
2013/10/22	621	411000	2
2013/10/23	831	550000	2
2013/10/24	430	285000	1
2013/10/25	338	224000	1
2013/10/28	319	211000	1
2013/10/29	338	224000	1
2013/10/30	438	290000	1
2013/10/31	630	417000	2
2013/11/01	374	248000	1
2013/11/04	359	238000	1
2013/11/05	255	169000	1
2013/11/06	393	260000	1
2013/11/07	254	168000	1
2013/11/08	236	156000	1
2013/11/12	162	107000	1
2013/11/13	151	100000	1
2013/11/14	257	170000	1
2013/11/15	198	131000	1
2013/11/18	258	171000	1
2013/11/19	284	188000	1
2013/11/20	362	240000	1
2013/11/21	245	162000	1
2013/11/22	267	177000	1
2013/11/25	242	160000	1
2013/11/26	236	156000	1
2013/11/27	368	244000	1
2013/11/28	263	174000	1
2013/11/29	450	298000	1
2013/12/02	439	291000	1
2013/12/03	338	224000	1

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2013/12/04	399	264000	1
2013/12/05	359	238000	1
2013/12/06	180	119000	1
2013/12/09	154	102000	1
2013/12/10	107	71000	1
2013/12/11	187	124000	1
2013/12/12	178	118000	1
2013/12/13	91	60000	1
2013/12/16	116	77000	1
2013/12/17	219	145000	1
2013/12/18	365	242000	1
2013/12/19	421	279000	1
2013/12/20	325	215000	1
2013/12/23	453	300000	2
2013/12/24	581	385000	2
2013/12/27	707	468000	2
2013/12/30	304	201000	1
2013/12/31	300	199000	1
2014/01/02	346	229000	1
2014/01/03	199	132000	1
2014/01/06	154	102000	1
2014/01/07	146	97000	1
2014/01/08	222	147000	1
2014/01/09	263	174000	1
2014/01/10	426	282000	1
2014/01/13	710	470000	2
2014/01/14	661	438000	2
2014/01/15	908	601000	3
2014/01/16	663	439000	2
2014/01/17	447	296000	1
2014/01/20	331	219000	1
2014/01/21	525	348000	2
2014/01/22	655	434000	2
2014/01/23	388	257000	1
2014/01/24	358	237000	1
2014/01/27	207	137000	1
2014/01/28	320	212000	1
2014/01/29	527	349000	2
2014/01/30	817	541000	2
2014/01/31	643	426000	2
2014/02/03	447	296000	1
2014/02/04	349	231000	1
2014/02/05	468	310000	2
2014/02/06	189	125000	1
2014/02/07	302	200000	1
2014/02/10	143	95000	1
2014/02/11	156	103000	1
2014/02/12	196	130000	1
2014/02/13	183	121000	1
2014/02/14	110	73000	1
2014/02/17	162	107000	1
2014/02/18	60	40000	1

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2014/02/19	237	157000	1
2014/02/20	417	276000	1
2014/02/21	255	169000	1
2014/02/24	214	142000	1
2014/02/25	288	191000	1
2014/02/26	399	264000	1
2014/02/27	213	141000	1
2014/02/28	501	332000	2
2014/03/03	361	239000	1
2014/03/04	426	282000	1
2014/03/05	494	327000	2
2014/03/06	343	227000	1
2014/03/07	153	101000	1
2014/03/10	145	96000	1
2014/03/11	217	144000	1
2014/03/12	245	162000	1
2014/03/13	227	150000	1
2014/03/14	275	182000	1
2014/03/17	148	98000	1
2014/03/18	264	175000	1
2014/03/19	456	302000	2
2014/03/20	251	166000	1
2014/03/21	225	149000	1
2014/03/24	316	209000	1
2014/03/25	335	222000	1
2014/03/26	471	312000	2
2014/03/27	240	159000	1
2014/03/28	317	210000	1
2014/03/31	442	293000	1
2014/04/01	627	415000	2
2014/04/02	649	430000	2
2014/04/03	379	251000	1
2014/04/04	319	211000	1
2014/04/07	263	174000	1
2014/04/08	205	136000	1
2014/04/09	536	355000	2
2014/04/10	547	362000	2
2014/04/11	598	396000	2
2014/04/14	870	576000	2
2014/04/15	711	471000	2
2014/04/16	920	609000	3
2014/04/17	834	552000	2
2014/04/22	1534	1016000	3
2014/04/23	930	616000	3
2014/04/24	492	326000	2
2014/04/25	545	361000	2
2014/04/28	476	315000	2
2014/04/29	513	340000	2
2014/04/30	942	624000	3
2014/05/01	713	472000	2
2014/05/02	367	243000	1
2014/05/05	459	304000	2

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2014/05/06	492	326000	2
2014/05/07	689	456000	2
2014/05/08	574	380000	2
2014/05/09	300	199000	1
2014/05/12	353	234000	1
2014/05/13	381	252000	1
2014/05/14	619	410000	2
2014/05/15	362	240000	1
2014/05/16	471	312000	2
2014/05/20	473	313000	2
2014/05/21	512	339000	2
2014/05/22	906	600000	3
2014/05/23	453	300000	2
2014/05/26	482	319000	2
2014/05/27	361	239000	1
2014/05/28	607	402000	2
2014/05/29	476	315000	2
2014/05/30	450	298000	1
2014/06/02	556	368000	2
2014/06/03	382	253000	1
2014/06/04	468	310000	2
2014/06/05	408	270000	1
2014/06/06	245	162000	1
2014/06/09	233	154000	1
2014/06/10	174	115000	1
2014/06/11	270	179000	1
2014/06/12	190	126000	1
2014/06/13	186	123000	1
2014/06/16	140	93000	1
2014/06/17	245	162000	1
2014/06/18	450	298000	1
2014/06/19	282	187000	1
2014/06/20	213	141000	1
2014/06/23	196	130000	1
2014/06/25	274	181200	1
2014/06/26	655	434000	2
2014/06/27	267	177000	1
2014/06/30	426	282000	1
2014/07/02	486	322000	2
2014/07/03	547	362000	2
2014/07/04	370	245000	1
2014/07/07	257	170000	1
2014/07/08	211	140000	1
2014/07/09	287	190000	1
2014/07/10	305	202000	1
2014/07/11	491	325000	2
2014/07/14	610	404000	2
2014/07/15	666	441000	2
2014/07/16	823	545000	2
2014/07/17	663	439000	2
2014/07/18	568	376000	2
2014/07/21	578	383000	2

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2014/07/22	550	364000	2
2014/07/23	675	447000	2
2014/07/24	518	343000	2
2014/07/25	326	216000	1
2014/07/28	287	190000	1
2014/07/29	349	231000	1
2014/07/30	450	298000	1
2014/07/31	455	301000	2
2014/08/01	414	274000	1
2014/08/04	347	230000	1
2014/08/05	166	110000	1
2014/08/06	208	138000	1
2014/08/07	352	233000	1
2014/08/08	245	162000	1
2014/08/11	180	119000	1
2014/08/12	149	99000	1
2014/08/13	332	220000	1
2014/08/14	237	157000	1
2014/08/15	276	183000	1
2014/08/18	258	171000	1
2014/08/19	263	174000	1
2014/08/20	341	226000	1
2014/08/21	214	142000	1
2014/08/22	227	150000	1
2014/08/25	227	150000	1
2014/08/26	216	143000	1
2014/08/27	319	211000	1
2014/08/28	245	162000	1
2014/08/29	370	245000	1
2014/09/02	378	250000	1
2014/09/03	394	261000	1
2014/09/04	403	267000	1
2014/09/05	245	162000	1
2014/09/08	169	112000	1
2014/09/09	124	82000	1
2014/09/10	217	144000	1
2014/09/11	130	86000	1
2014/09/12	110	73000	1
2014/09/15	101	67000	1
2014/09/16	113	75000	1
2014/09/17	211	140000	1
2014/09/18	213	141000	1
2014/09/19	175	116000	1
2014/09/22	193	128000	1
2014/09/23	228	151000	1
2014/09/24	347	230000	1
2014/09/25	246	163000	1
2014/09/26	254	168000	1
2014/09/29	207	137000	1
2014/09/30	370	245000	1

Appendix A-4: Example of a Monthly Trucking Schedule

For reference purposes, here is an example of a monthly trucking schedule:

TRUCKING SCHEDULE - OCTOBER 2014

<i>Day (arrival in Matane)</i>	<i>Date</i>	<i>Truck driver</i>	<i>Truck No.</i>	<i>Notes</i>
Wednesday	1	Truck Driver Y		
Thursday	2	Truck Driver Y		
Friday	3	Truck Driver Y		
Saturday	4	Truck Driver Y		
Tuesday	7	Truck Driver Y		
Wednesday	8	Truck Driver Y		
Thursday	9	Truck Driver Y		
Friday	10	Truck Driver Y		
Saturday	11	Truck Driver Y		
Tuesday	14	NO TRIP		THANKSGIVING MONDAY
Wednesday	15	Truck Driver X		
Thursday	16	Truck Driver X		
Friday	17	Truck Driver X		
Saturday	18	Truck Driver X		
Tuesday	21	Truck Driver X		
Wednesday	22	Truck Driver X		
Thursday	23	Truck Driver X		
Friday	24	Truck Driver X		
Saturday	25	Truck Driver X		
Tuesday	28	Truck Driver X		
Wednesday	29	Truck Driver X		

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Appendix A-5: List of Public Holidays

LIST OF PUBLIC HOLIDAYS FOR 2015

January 1 > New Year's Day

April 3 > Good Friday

April 6 > Easter Monday

May 18 > Victoria Day (*National Patriots Day* in Quebec)

June 24 > National Day

July 1 > Canada Day

September 7 > Labour Day

October 12 > Thanksgiving Day

November 11 > Remembrance Day

December 25 > Christmas Day

December 28 > Boxing Day

ANNEX "B"

BASIS OF PAYMENT

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. Bidder must quote a firm unit price per round trip for each financial year indicated below. Total price for bid evaluation purposes is the unit price (per round trip) for the financial year 2015 through 2019 as shown below.

Bidder must complete the following table by inputting the unit price:

Rate base	Financial year*	Price per trip** (\$)
A	2015-2016	
B	2016-2017	
C	2017-2018 (option)	
D	2018-2019 (option)	
	Total for assessment (A+B+C+D)	

The total price used to assess the bids consist of the sum of the unit prices (per trip) for every years

* A financial year starts from 1st of April and ends the following year 31st of March. For example, financial year 2015-2016 will start April 1st 2015 and end March 31st 2016.

**A round trip includes load in Montreal, unload in Matane and return of empty cages of the previous trip in Montreal (as described in details in Annex "A" - Statement of Work).

Bidders must state the cost of their services, (i.e. rates), in the Annex "B" - Basis of Payments, in Canadian dollars. The total amounts of Goods and Services Tax or Harmonized Sales Tax are not to be included.

The rates submitted by the Bidders are inclusive of all fees and expenses for the period of the Contract. All prices listed are firm prices and shall remain firm during the period of the contract.

Failure to complete all required pricing would result in the bid being declared non-responsive and given no further consideration.

For evaluation purposes, The "Total Bid Price" will be calculated as follows:

$$\text{Total Bid Price for evaluation purposes} = A + B + C + D$$

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

1.2 The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insured's: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to

pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario. K1A 0H8

For other provinces and territories, send to: Senior General Counsel,
Civil Litigation Section, Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario. K1A 0H8

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

2. Automobile Liability Insurance

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00 per accident or occurrence.

2.2 The policy must include the following:

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

3. All Risk in Transit Insurance

3.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$500.00 per Container (cage). Government Property must be insured on replacement cost basis.

3.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor investigate and document losses of or damage to ensure that claims are properly made and paid.

3.3 The All Risk Property in Transit insurance must include the following:

- (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
- (b) Loss Payee: Canada as its interest appears or as it may direct.

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(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by The Cheque Redemption Control Directorate (DCRC) Matane and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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ANNEX "E"

SECURITY REQUIREMENTS CHECK LIST

(Attached)



Government of Canada
Gouvernement du Canada

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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		2. Branch or Directorate / Direction générale ou Direction CGBR-DCRC	
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 service de livraison de transport des chèques encaissés du Receveur Général			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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?		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non 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 type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <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 SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

Pour la compagnie et les chauffeurs

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Lajole, Diane	Expert-conseil Sécurité, Intégrité	
Telephone No. - N° de téléphone 418-566-7287	Facsimile No. - N° de télécopieur 418-566-7149	E-mail address - Adresse courriel diane.lajole@pwgsc-lpsgc.gc.ca
		Date 2014/12/15

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
DAINA CHENIER	SO	
Telephone No. - N° de téléphone 819-956-7726	Facsimile No. - N° de télécopieur 819-956-4777	E-mail address - Adresse courriel DAINA.CHENIER@lpsgc-pwgsc.gc.ca
		Date 2015/01/07

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Alfred Ogburn	Supply Specialist	
Telephone No. - N° de téléphone 819-956-3589	Facsimile No. - N° de télécopieur 819-956-4944	E-mail address - Adresse courriel alfred.ogburn@pwgsc-lpsgc.gc.ca
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date