



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

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

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

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Armoured Car Services	
Solicitation No. - N° de l'invitation 47979-179746/A	Date 2016-05-27
Client Reference No. - N° de référence du client 47979-17-9746	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-930-6913	
File No. - N° de dossier KIN-6-46001 (930)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-16	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Littlefield, Mike	Buyer Id - Id de l'acheteur kin930
Telephone No. - N° de téléphone (613) 545-8058 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA BORDER SERVICES AGENCY 1ST FL. 2500 OUELLETTE AVE P.O.BOX 1641 WINDSOR Ontario N9A7K3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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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 and Additional Information: includes the certifications and additional information 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 Electronic Payment Instruments, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

1.2 Summary

- 1.2.1 To provide armoured car services for pick-up of negotiable and non-negotiable monetary instruments from various Canada Border Services Agency (CBSA) offices throughout Southern Ontario and to provide deposit services to the financial institution(s) as indicated in Annex A, Deliver/Schedule of Services. The initial period of the contract will be from 1-July-2016 to 30-June-2017, with an option to extend for two (2) additional one (1) year periods.
- 1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.3 The requirement is subject to a preference for Canadian goods and/or services.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

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.

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as

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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 Ontario.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation 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 in Annex B. The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

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If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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

4.1.1.1. Mandatory Technical Criteria

Bids which fail to meet each of the mandatory technical criteria will be declared non-responsive and will receive no further evaluation. Each mandatory technical criteria must be addressed separately.

Item	Mandatory Technical Criteria	Quote Specific Page in Proposal
1.	<p>The bidder must possess a valid Canadian Federal Firearms Business Licence at the time of bid closing. [link] http://www.rcmp-grc.gc.ca/cfp-pcaf/fs-fd/fab-eaf-eng.htm – Canadian Firearms Program</p> <p>To demonstrate, the following must be provided: (i) copy of the valid Federal Firearms Business Licence.</p> <p>If not provided with bid proposal, it must be submitted to the Contracting Authority within 2 days of request.</p>	

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Bidders must provide firm rates for all line items in Canadian funds, in accordance with Annex B, Pricing Basis A and B.

- a. The price for “as-and-when” required basis (Pricing basis A) will be the price per pick-up multiplied by the estimated number of pick-ups to achieve Extended Price. The sum of all extended prices will be the Total Evaluated Price.
- b. The price for Scheduled Pick-ups (Pricing basis B) will be price per month multiplied by 12 to achieve Extended Price. The sum of all extended prices will be the Total Evaluated Price.

The above process (a & b) will be used in calculating Overall Total Evaluated Price for each year of the Contract from years 1 through 3.

The Total Evaluated Price, used to determine lowest bid, will be the sum of years 1 through 3 at Annex "B", Basis of Payment.

4.1.2.2 Evaluation of Price

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.1.2.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

PART 6 - INSURANCE REQUIREMENTS

6.1 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 D.

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 Statement of Work at Annex "A".

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 1 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$500.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Contracting Authority.

The semi-annual periods are defined as follows:

1st semi-annual: July 1 to December 31;

2nd semi-annual: January 1 to June 30;

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the start and completion date for each authorized task; and

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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 \(2016-04-04\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The work is to be performed during the period of 1-July-2016 to 30-June-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 (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) 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.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A, entitled Delivery/Schedule of Services of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mike Littlefield
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street, 2nd Floor
Kingston, Ontario, K7L 1X3
Telephone: (613) 545-8058
Facsimile: (613) 545-8067
E-mail address: mike.littlefield@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:

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

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

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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 *(To be filled in by the Bidder)*

Name: _____
Title: _____
Address: _____

Telephone No: _____
Facsimile No: _____
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.

7.7 Payment

7.7.1 Basis of Payment – Pricing Basis B

For the Work described in **Delivery/Schedule of Services** (Items #3 to #13) of the Statement of Work in Annex A:

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

For the firm price portion of the Work only, 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.

7.7.2 Basis of Payment - Task Authorizations – Pricing Basis A

For the Work described in **Delivery/Schedule of Services** (Items #1 & #2) of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

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

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. (*enter at contract award*) Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.4 Monthly Payment

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

7.7.5 T1204 – Direct Request by Customer Department

SACC Manual Clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

7.7.6 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
(*to be updated at contract award*)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. The Pick-up # and Office Name/Address, as identified in Annex A;
- b. The date of the invoice;
- c. The Contractor's invoice number;
- d. The Contractor's mailing address;
- e. The Contract number as assigned by Public Works and Government Services Canada;

- f. The total number of times that pick-up services were performed that calendar month; and
 - g. For those sites in Annex A identified as "as-and-when requested", the Contractor must indicate the specified dates for each pick-up call that occurred that calendar month.
 - h. A separate invoice must be issued for each office identified in Delivery/Schedule of Services and must include a reference number unique to each location. A listing of reference numbers will be provided to the contractor after contract award.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

Monthly individual site invoices are to be sent to:
National Invoice Reception Unit
105 Rue McGill, #260-01
Montreal, QC
H2Y 2E7

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 SACC Manual Clauses

SACC Manual Clause [A3060C](#) (2008-05-12) Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance Requirements;
- (f) Annex E, TASK AUTHORIZATION FORM PWGSC TPSGC 572;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Insurance Requirements

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

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

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

7.13 SACC Manual Clauses

SACC Manual clause [B9028C](#) (2007-05-25) Access to Facilities and Equipment

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

ANNEX A

STATEMENT OF WORK

1. BACKGROUND

The Canada Border Services Agency (CBSA) is a federal agency that is responsible for border enforcement, immigration enforcement and customs services on behalf of the government of Canada.

The CBSA oversees approximately 1,200 service locations across Canada, and 39 in other countries. It employs over 12,000 public servants, and offers around-the-clock service at 119 land border crossings and thirteen international airports. Monies collected at the Southern Ontario border crossings require same day or next day deposit into financial institutions.

The dangers of transporting cash, such as theft and serious injuries to employees, are vast. CBSA intends on eliminating risk by using secure transportation services to transfer cash and other valuable negotiable/non-negotiable monetary instruments securely and safely from CBSA offices to financial institutions.

2. REQUIREMENT

To provide armoured car services for pick-up of negotiable and non-negotiable monetary instruments from various Canada Border Services Agency (CBSA) offices throughout Southern Ontario and to provide deposit services to the financial institution(s) as indicated herein.

3. CONTRACTOR RESPONSIBILITIES

The Contractor is not to perform work in excess of or outside the scope of work based on verbal or written requests or instructions from any government personnel other than the Contracting Authority.

4. DELIVERABLES

The Contractor must:

1. Pick-up monies that consist of: cash, cheques (Canadian/US), VISA slips, MasterCard slips and money orders at the times and locations indicated in Annex "A", Delivery/Schedule of Services.
2. Deliver the funds to the specified Financial Institution by the stated deposit time and date.
3. Deposit slips must be signed by the Financial Institution teller and must be returned to the Contractor who will in turn return the bank slip to appropriate CBSA office in conjunction with the next pick-up.
4. Provide armoured vehicles and personnel for the secure transportation of all negotiable and non-negotiable monetary instruments.
5. Perform pick-ups at the specific times and days outlined in Annex "A", Delivery/Schedule of Services. In the instances where a site has been designated as having a Pick-up Schedule that is on an "as-and-when basis" the following pick up procedure shall be strictly adhered to:
 - a. Upon receipt of Task Authorization Form PWGSC-TPSGC 572 from the CBSA Contact Person or their designate, the Contractor must pick up the monies on the next working day at the specified times outlined in Annex A, Delivery/Schedule of Services.
6. Provide receipt books and envelopes are to be provided (at no additional cost) to transport the funds between the CBSA office(s) and financial institution(s). Receipt books and secured bags

and envelopes must contain security features; ensuring that the contents are protected by a seal that will be affixed by CBSA.

Receipt book must include the following information:

- a. Date
 - b. Shipper
 - c. Recipient
 - d. Value of the contents
 - e. Signature of the Contractor's agent attesting to its liability and the seal of the envelope.
7. Pick-up is completed in the presence of a Canada Border Services Agency employee and issued a receipt to be retained by CBSA.

5. CONTRACTOR'S EMPLOYEE IDENTIFICATION

All employees and agents of the Contractor engaged in the pick-up and delivery of material to CBSA offices are required to wear a uniform and carry photo identification, which signifies that they are employed by the Contractor.

6. PICK-UP CALLS

For reasons of security, no calls should be placed by the Contractor to determine if a pick-up is required.

7. LOCAL REPRESENTATIVE

The Contractor must provide a local representative who will be able to discuss with the Project Authority and solve operating concerns as necessary.

8. FREE FROM DAMAGE

The Contractor must take appropriate steps to ensure that all material in his possession is free from damage caused by any reasonably foreseeable man-made or natural phenomenon including but not necessarily limited to negligence, water and abuse.

9. CONTROLS AND SECURITY REQUIREMENTS

Armoured vehicle pick-up is required. Monies must be picked up and delivered as specified in Annex A, Delivery/Schedule of Services, and all employees of the Contractor must be escorted at all times in and out of CBSA premises.

10. RESPONSIBILITIES OF CANADA BORDER SERVICES AGENCY

CBSA is responsible for:

1. Having CBSA employees available at the designated pickup locations as scheduled in Annex A, Delivery/Schedule of Services.
2. Having monies for transfer and for Financial Institution deposits ready for pickup at designated pickup locations.

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11. PICK-UP TIMES

Services are to take place in accordance with Annex A, Delivery/Schedule of Services except statutory holidays as listed below. It is imperative that the pickup and delivery times be strictly adhered to.

12. STATUTORY HOLIDAYS / OFFICE CLOSINGS

Canada Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
New Year's Day
Family Day
Victoria Day
Good Friday

Easter Monday - ** no pick up required at the CANPASS, 6080 McLeod Road, Unit 14 all other locations remain open and require pick-up

13. DEPOSIT TIMES

Deposits are to be made as indicated in Annex "A", Delivery/Schedule of Services

14. INCREASE/DECREASE IN SERVICE SITES

CBSA has the right to increase or decrease the number of service site locations and or vary service site locations within the Southern Ontario region, with appropriate cost amendments without incurring any penalties. This requirement is due to CBSA's ongoing restructuring of program delivery services.

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DELIVERY/SCHEDULE OF SERVICES

Required Service: Time of Day					
	Office name / or Address for pick-up point	Pick-Up Schedule	Pick-Up at CBSA	Delivery to Destination	Address for Delivery of Funds
#1	CBSA Immigration Enforcement 6080 McLeod Road, Unit #10, Niagara Falls, ON	As-and – When required	Between 08:00 - 13:00	No later than 14:00 same day.	Royal Bank of Canada 67 Jarvis St., Fort Erie, ON
#2	CBSA 1250 Walker Road. Windsor, ON	As-and – When required	Between 08:00 - 13:00	No later than 14:00 same day.	National Bank of Canada 1 Riverside Road, Ground Floor, Windsor, ON
#3	CBSA Whirlpool Bridge 4422 River Road Niagara Falls, On L2E 3E8	DAILY Monday to Friday	Between 08:30 - 09:00	No later than 11:00 next business day.	Queenston Commercial Operations 14154 Niagara Parkway Niagara-On-The-Lake, ON
#4	CBSA Queenston Bridge Commercial, 14154 Niagara Parkway Niagara-On-The-Lake, ON	DAILY Monday to Friday	Between 08:00 - 08:30	No later than 14:00 same day.	Royal Bank of Canada 67 Jarvis St., Fort Erie, ON
#5	CBSA CANPASS Processing Center 6080 McLeod Road, Unit #14, Niagara Falls, ON	DAILY Monday to Friday	Between 08:30 - 09:00	No later than 14:00 same day.	Royal Bank of Canada 67 Jarvis St., Fort Erie, ON
#6	CBSA Rainbow Bridge 5660 Falls Ave., Niagara Falls, ON	DAILY Monday to Friday	Between 10:00 - 10:30	No later than 14:00 same day.	Royal Bank of Canada 67 Jarvis St., Fort Erie, ON
#7	CBSA Peace Bridge Traffic 90 Queen St., Fort Erie, ON	DAILY Monday to Friday	Between 09:30 - 10:00	No later than 14:00 same day.	Royal Bank of Canada 67 Jarvis St., Fort Erie, ON
#8	CBSA Peace Bridge Commercial 10 Queen St., Fort Erie, ON	DAILY Monday to Friday	Between 10:00 - 10:30	No later than 14:00 same day.	Royal Bank of Canada 67 Jarvis St., Fort Erie, ON
#9	CBSA Ambassador Bridge Commercial 4285 Industrial Drive, Windsor, ON	DAILY Monday to Friday	Between 08:00 - 08:25	No later than 12:00 (noon) same day.	National Bank of Canada 1 Riverside Road, Ground Floor, Windsor, ON
#10	CBSA Ambassador Bridge Traffic 712 Huron Church, Windsor, ON	DAILY Monday to Friday and Saturday	Monday- Friday Between 09:00 - 09:35 Saturday Between 15:00 – 15:30	Monday – Friday No later than 12:00 (noon) same day. Saturday No later than 12:00 (noon) the following Monday.	National Bank of Canada 1 Riverside Road, Ground Floor, Windsor, ON

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#11	CBSA Windsor-Detroit Tunnel 35 Park Street, Windsor, ON	DAILY Monday to Friday and Saturday	Monday- Friday Between 10:00 - 10:35 Saturday Between 15:30 – 16:00	Monday – Friday No later than 12:00 (noon) same day. Saturday No later than 12:00 (noon) the following Monday.	National Bank of Canada 1 Riverside Road, Ground Floor, Windsor, ON
#12	CBSA Bluewater Bridge Commercial 1555 Venetian Blvd., Edward, ON	DAILY Monday to Friday	Between 13:00 - 14:00	No later than 14:30 same day.	Bank of Montreal 215 Christina Street North, Sarnia, ON
#13	CBSA Sombra Office 216 King St., Sombra, ON	DAILY Monday to Friday	Between 09:00 - 10:00	No later than 14:30 same day.	Bank of Montreal 215 Christina Street North, Sarnia, ON

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ANNEX B

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice. Pricing must be firm unit price in CDN including all costs associated with providing the statement of work. (Italics to be removed upon contract award)

Contract Year 1: 1-July-2016 to 30-June-2017
Option 1 Year 2: 1-July-2017 to 30-June-2018
Option 2 Year 3: 1-July-2018 to 30-June-2019

Pricing Basis A: Task Authorization – “as-and-when” required basis

Office Name for Pick-ups	Pick-up days	Pick-up Schedule	Financial Institution for Delivery	Year 1 Price per Pick-up	Estimated Pick-ups per year	Option 1- Year 2 Price per pick-up	Estimated Pick-ups per year	Option 2- Year 3 Price per pick-up	Estimated Pick-ups per year
Site #1 - CBSA Immigration Enforcement Niagara Falls	As-and-when required	Annex A Delivery/ Schedule of Services	Royal Bank of Canada Fort Erie	\$ _____ /pick-up	18	\$ _____ /pick-up	18	\$ _____ /pick-up	18
Site #2 – CBSA Windsor	As-and-when required	Annex A Delivery/ Schedule of Services	National Bank of Canada Windsor	\$ _____ /pick-up	18	\$ _____ /pick-up	18	\$ _____ /pick-up	18

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Pricing Basis B: Scheduled Pick-ups

Office Name for Pick-ups	Pick-up days	Pick-up Schedule	Financial Institution for Delivery	Year 1 Price per month	Number of Months	Option 1- Year 2 Price per month	Number of Months	Option 2- Year 3 Price per month	Number of Months
Site #3 - CBSA Whirlpool Bridge Niagara Falls	Mon-Fri	Annex A Delivery/ Schedule of Services	CBSA - Queenston Commercial Operations	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12
Site #4 - CBSA Queenston Bridge Niagara-on-the-lake	Mon-Fri	Annex A Delivery/ Schedule of Services	Royal Bank of Canada Fort Erie	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12
Site #5 - CBSA CANPASS Processing Center Niagara Falls	Mon-Fri	Annex A Delivery/ Schedule of Services	Royal Bank of Canada Fort Erie	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12
Site #6 - CBSA Rainbow Bridge Niagara Falls	Mon-Fri	Annex A Delivery/ Schedule of Services	Royal Bank of Canada Fort Erie	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12
Site #7 - CBSA Peace Bridge Traffic Fort Erie	Mon-Fri	Annex A Delivery/ Schedule of Services	Royal Bank of Canada Fort Erie	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12
Site #8 - CBSA Peace Bridge Commercial Fort Erie	Mon-Fri	Annex A Delivery/ Schedule of Services	Royal Bank of Canada Fort Erie	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12
Site #9 - CBSA Ambassador Bridge Commercial Windsor	Mon-Fri	Annex A Delivery/ Schedule of Services	National Bank of Canada Windsor	\$ ____ /mth	12	\$ ____ /mth	12	\$ ____ /mth	12

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Office Name for Pick-ups	Pick-up days	Pick-up Schedule	Financial Institution for Delivery	Year 1 Price per month	Number of Months	Option 1- Year 2 Price per month	Number of Months	Option 2- Year 3 Price per month	Number of Months
Site #10 - CBSA Ambassador Bridge Traffic Windsor	Mon-Fri Saturday	Annex A Delivery/ Schedule of Services	National Bank of Canada Windsor	\$ _____ /mth	12	\$ _____ /mth	12	\$ _____ /mth	12
Site #11 - CBSA Windsor-Detroit Tunnel Windsor	Mon-Fri Saturday	Annex A Delivery/ Schedule of Services	National Bank of Canada Windsor	\$ _____ /mth	12	\$ _____ /mth	12	\$ _____ /mth	12
Site #12 - CBSA Bluewater Bridge Edward	Mon-Fri	Annex A Delivery/ Schedule of Services	Bank of Montreal Sarnia	\$ _____ /mth	12	\$ _____ /mth	12	\$ _____ /mth	12
Site #13 - CBSA Sombra Office Sombra	Mon-Fri	Annex A Delivery/ Schedule of Services	Bank of Montreal Sarnia	\$ _____ /mth	12	\$ _____ /mth	12	\$ _____ /mth	12

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ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX D

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

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 Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

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

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
 - a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$1,000,000 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
 - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$10,000;
2. The Comprehensive Crime insurance must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.

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ANNEX E

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Clear Data - Effacer les données

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Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
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Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract. Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

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Solicitation No. - N° de l'invitation
47979-179746/A
Client Ref. No. - N° de réf. du client
47979-17-9746

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-6-46001

Buyer ID - Id de l'acheteur
KIN930
CCC No./N° CCC - FMS No./N° VME

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Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Solicitation No. - N° de l'invitation
47979-179746/A
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ANNEX F

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____
Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.