



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

Bid Receiving Canada Border Services Agency /
Réception des soumissions Agence des services
frontaliers du Canada/Canada Border Service Agency

Canada Border Services Agency
Contracting Bids Receiving
2405 St-Laurent Unit H
Ottawa, ON K1A 0L8
(613) 941-6034

Bid Receiving Unit is open from Monday to
Friday inclusively, between the hours of 07:00
and 3:00, excluding Statutory Holidays.

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Canada Border Services Agency

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

Proposition aux: Agence des services frontaliers du Canada

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

Comments - Commentaires

Issuing Office – Bureau de distribution
Canada Border Services Agency / l'Agence des
services frontaliers du Canada
Place Vanier, Tower B
355 North River Road, 17th Floor
Ottawa (Ontario) K1A 0L8

Title – Sujet Firing Range Facility Rental	
Solicitation No. – N° de l'invitation 1000329796/B	Date : August 29, 2016
Client Reference No. – N° référence du client	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier	CCC No. / N° CCC - FMS No. / N°
Solicitation Closes – L'invitation prend fin at – à 11 :00 AM on – le September 21st, 2016	Time Zone - Fuseau horaire Eastern Daylight Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca	Buyer Id – Id de l'acheteur Manon Périard-Boulerice Manon.PeriardBoulerice@cbsa-asfc.gc.ca
Telephone No. – N° de téléphone : 343-291-5723	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Canada Border Services Agency Agence des services frontaliers du Canada	

Instructions : See Herein
Instructions: Voir aux présentes

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (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 _____



REQUEST FOR PROPOSAL (RFP)

FOR THE REQUIREMENT OF:

Firing Range Facility Rental

FOR THE

CANADA BORDER SERVICES AGENCY (CBSA)



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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 Security Requirements Checklist and the CBSA Standards on Firing Ranges.

1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of the Canada Border Services Agency (CBSA) to obtain the services of one (1) Rental Firing Range Facility for training purposes of the CBSA's Border Services Officers. The CBSA anticipates training of approximately 900 officers yearly therefore the CBSA requires a range they can rent for approximately 125 days throughout the year.

Services are to be provided from contract award to March 31, 2018, with the option to extend the resulting Contract for two (2) additional twelve (12) months option period.

- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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: 120 days

2.2 Submission of Bids

Bids must be submitted only to CBSA 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 will not be accepted.



2.3 Former Public Servant – Competitive Requirement

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 FPS, 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 FPS in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

Signature: _____ **Date:** _____



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (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. Bidders are asked to provide one financial proposal per packet they are bidding on.

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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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.

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

- A.** Bidders must submit their financial bid in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes should be shown separately.
- B.** Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7, Payment, of Part 7 of the bid solicitation.



Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN); if applicable
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required 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 evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix A.

4.2 Financial Evaluation

Bidders must submit their financial bid in accordance with the Appendix B "Financial Proposal". The total amount of Applicable Taxes should be shown separately.

Failure to do so will result in the bid being non-responsive and not considered further.

4.3 Basis of Selection – Mandatory Technical Criteria – Lowest Cost Compliant

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.

4.4 Site Visit

The CBSA Firing Arm Instructor will visit the site of the top ranked Bidder's Firing Range Facility to conduct:

Its check as per Annex D "CBSA Standards on Firing Ranges", Appendix C – CBSA Standards on Firing Ranges Checklist, sections:

- Firing Range Safety Standards;
- Firing Range Area;
- Indoor Firing Ranges;
- Ventilation / Noise Control / Lighting;
- Outdoor Firing Ranges;
- Amenities; and
- Suitable Duty Firearm Training Activities.

The CBSA will make arrangements for a visit by a CBSA contracted industrial/occupational Hygienist to conduct an Air Velocity and Air Quality Test as per the Annex D "CBSA Standards on Firing Ranges", Appendix B, and when the CBSA or its contracted Industrial/Occupational Hygienist wishes to visit the Bidder's facility, the Bidder must make its facility available for this purpose within ten (10) business days of a written request by the Contracting Authority.

The Bidder's Facility must pass the air velocity and air quality test, and must meet the applicable standards identified in the checklist.

Should the inspection and testing result in the bid being deemed non-responsive, a revised ranking will be established in accordance with Clause 4.3, Basis of Selection, above.



PART 5 - CERTIFICATIONS

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. 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.

5.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.



PART 6 –INSURANCE REQUIREMENTS

Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

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>) issued by Public Works and Government Services Canada.

2.1. General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

3.1 The Contractor must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C.

4. Term of Contract

4.1. Period of the Contract

The period of the Contract is from the date of the Contract award to March 31st, 2018 inclusive.

4.2 Option to Extend the Contract

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

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



5. Authorities

5.1. Contracting Authority

The Contracting Authority for the Contract is:

Name: Manon Périard-Boulerice
Title: Contracting Officer
Organization: Canada Border Services Agency
Branch: Comptrollership
Directorate: Strategic Procurement and Contracting Division (SPCOD)
Address: 355 North River Road, Ottawa, ON K1A 0L8
Telephone: (343) 291-5723
E-mail address: Manon.PeriardBoulerice@cbsa-asfc.gc.ca

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

5.2. Project Authority (to be completed at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Branch: _____
Directorate: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

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

5.3. Contractor's Representative (to be completed at contract award)

Name: _____
Title: _____
Organization: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____



6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1. Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$TBD** Canadian dollars. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.2. Limitation of Expenditure

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

7.3. Method of Payment – Monthly paiement

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

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



8. Invoicing Instructions

All invoices must be submitted using one of the following methods (only one copy of the invoice should be sent to the Agency):

- a. **Email (preferred method):** Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.
vendors-fournisseurs@cbsa-asfc.gc.ca
This email address is to be used for submitting invoices and for payment status inquiries.
- b. **Mail**
Canada Border Services Agency
NIRU
105 McGill Street, Piece 260-01, 2nd floor
Montreal, QC H2Y 2E7

A copy of the invoice must be sent to the following location: Manon.PeriardBoulerice@cbsa-asfc.gc.ca

Direct Deposit:

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.

9. Certifications

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.

9.2. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.



10. Applicable Laws

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

11. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, CBSA Standards on Firing Ranges;
- g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

12. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

13. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



**ANNEX A
STATEMENT OF WORK**

1.0 Title	Firing Range Facility Rental
2.0 Objective	The Canada Border Services Agency (CBSA) requires rental services of a range facility for their Border Services Officers firearms training.
3.0 Background	The CBSA Border Services Officers are required to qualify on an approved course of fire to maintain arming certifications.
4.0 Scope	The CBSA – GTAR anticipates training of approximately 900 officers yearly therefore the CBSA requires a range they can rent for approximately 125 days throughout the year.
5.0 Specifications	<p>The Contractor’s firing range facility must meet the following specifications:</p> <ul style="list-style-type: none"> • Firing range must have a minimum of 8 lanes with a shooting distance of 25 metres from the firing line to the target stand not including bullet traps. • Free Parking must be available for a minimum of 12 vehicles. • On site washroom facilities are required with potable water for flushing and hand washing. • Range must allow for discharge of lead 9mm (9 X 19) Calibre 147 Grain Jacketed Hollow Point Ammunition and 9mm (9X19) Calibre 147 Grain Reduced Hazard (Lead Free) Full Metal Jacket Encapsulated Lead Core Ammunition, use of silhouette targets, protective vests and duty holsters. • Range must allow for use of barricades and prone shooting positions. • Facilities must meet all requirements specified in attached Appendix entitled “CBSA Standards on Firing Ranges”.
6.0 Constraints	<ul style="list-style-type: none"> • Facilities must be within a 75 kilometres radius of Pearson International Airport. • Indoor ranges must meet acceptable air velocity and air movement standards initially and on an annual basis. Acceptable air velocity and air movement standards are described in Appendix A entitled CBSA Standards on Firing Ranges. • A year-round indoor range is preferred. However, an outdoor range is acceptable between April 1st to October 31st. At a minimum the indoor range must be available from November 1st to March 31st. • Outdoor ranges must include overhead cover at the firing line and provide some type of protection from extreme weather conditions. • Facility must be available to rental for full (8 hours) and half day (4 hours) periods. • Range allows for passage of instructors behind shooters on firing line (minimum 4 feet depth to back wall). • Range must be available Monday to Friday between 7:00 and 18:00 EST. Evening and weekend availability is an asset for full day (8 hours) and half day (4 hours). • Facility must be inspected and approved for training use by the CBSA prior to contract issuance and on an annual basis.



	<ul style="list-style-type: none">• An area away from the firing line should be available for clean-up.• On-site classroom or lunch room facilities preferred.• Temporary locked storage area for equipment and items must be provided(no overnight storage).• During period of rental the range must be available to the CBSA only.
7.0 Client Support	<ul style="list-style-type: none">• The CBSA will provide advance notice for booking purposes and clean up after use if required.• The CBSA will clarify requirements as necessary including contacting the range owners.• In addition, the CBSA will make arrangements for air velocity and air movement testing as required including covering expenses associated therewith.• The CBSA will inspect range facility under range approval process annually to ensure it continues to meet the CBSA's range standards for health and safety reasons.
8.0 Schedule	Range rental requirements will vary based on training schedules and are expected to commence upon contract award. Approximately 125 rental days will be required per year.
9.0 Deliverables	The Contractor must provide flexibility within their schedule to book time at various points during each month based on the CBSA training requirements.



**ANNEX B
BASIS OF PAYMENT**

1.0 The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of Services as described in Annex A, Statement of Work, the Contractor shall be paid the all-inclusive firm per diem rate below in the performance of this Contract, HST is extra.

Contract Year – From Contract award to March 31st, 2018

Category	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental	<u>1</u>	\$ <u>TBD</u>	250	\$ <u>TBD</u>
Total Estimated Cost:				\$ <u>TBD</u>

** The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.*

Option Year 1 – April 1st, 2018 to March 31st, 2019

Category	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental	<u>1</u>	\$ <u>TBD</u>	125	\$ <u>TBD</u>
Total Estimated Cost:				\$ <u>TBD</u>

** The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.*

Option Year 2 – April 1st, 2019 to March 31st, 2020

Category of Personnel	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental	<u>1</u>	\$ <u>TBD</u>	125	\$ <u>TBD</u>
Total Estimated Cost:				\$ <u>TBD</u>

** The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.*

A day is defined as 8.0 hours exclusive and one half-day is defined as 4.0 hours. Half-day rentals will be charge half of the per diem. Payment will be made for actual days or half-days rented.

2.0 HST

1. All prices and amounts of money in the contract are exclusive of Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The HST is extra to the price herein and will be paid by Canada.
2. The estimated HST of \$ TBD CAD is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.

All payments are subject to government audit.



ANNEX C SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

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

CITA 15-095

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

Form with multiple sections: 1. Originating Government Department or Organization, 2. Branch or Directorate, 3. Subcontract Number, 4. Brief Description of Work, 5-6. Access requirements, 7. Release restrictions, 7.c. Level of information.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

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

PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
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 : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

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

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

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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Canada Border Services Standards on Firing Ranges

1. Effective Date

1.1 These standards were updated in February 2015.

2. Application

2.1 These standards apply to the Canada Border Services Agency (CBSA) and to any indoor and outdoor firing ranges that are used by the CBSA for the training and recertification of its officers.

3. Context

3.1 In 2006, the Government of Canada took the decision to arm CBSA officers with duty firearms to enhance border security and improve officer effectiveness by providing them with a broader range of options when responding to dangerous situations and pursuing enforcement activities. The CBSA adopted the training practices, including practical pistol course of fire and the use of a 25 meter firing range, consistent with the practices of other law enforcement organizations, for core training and recertification of officers. Firing ranges of lesser size are permitted for practice purposes with the use of reduced targets.

3.2 The CBSA Standards on Firing Ranges have been developed to assist the regions in determining whether a firing range, being considered for annual qualifications, mandatory practice or off duty practice, meets health and safety standards as well as our training and recertification needs with respect to the Practical Pistol Course of Fire (PPC).

4. Definitions

Backstop -- a device constructed to stop or redirect bullets or projectiles fired on a firing range. It is located at the end of the firing range behind the target stands.

Baffles -- vertical or sloping barriers designed to prevent a projectile from travelling into an undesired area or direction. Overhead baffles are suspended above the firing range floor and are designed to capture unintentional high elevation shots and ricochets. Side safety baffles are designed to keep projectiles (bullets) within the active firing range area. Baffles also reduce, redirect or suppress sound waves.

Barricade -- a structure that serves as a barrier to bullet penetration. Barricades represent cover in the CBSA course of fire and can be permanent or portable, and are usually made of metal or wood.

Border Services Instructor (BSI) -- a person employed by the CBSA to deliver border services training programs.

Berm -- a significant raised mound of earth associated to a firing range that is intended to prevent the movement of people/animals onto the active firing range area; separate adjacent firing ranges to protect people and buildings. Berms are found only in outdoor firing ranges.

Bullet Perforation -- the complete penetration (and exit) of an impact plate or baffle by a bullet.

Bullet Trap -- a device designed to trap or capture the entire bullet and fragments.



Firing Distance -- the distance between the firing line and the target line.

Firing Line -- a line parallel to the targets from where firearms are discharged.

Firing Points (positions) -- the specific locations from which individual shooters engage their targets. They are intended to control the location from which shooters fire and help direct their firing.

Indoor Firing Range -- a fully enclosed building designed to allow for the firing of weapons consisting of an active firing range area with one or more firing lines, a ventilation system and a bullet trap.

Industrial Hygiene -- the art and science dedicated to the anticipation, recognition, evaluation, communication and control of environmental stressors in, or arising from, the work place that may result in injury, illness, impairment, or affect the well-being of workers.

Line Officer (LO) -- a firearm qualified BSI that provides guidance and coaching assistance for arming-related training.

Low Ricochet Materials -- material such as plastic or wood that have a low probability of ricochet and backsplash if struck by a projectile.

Outdoor Firing Range -- an outdoor facility that is designated and properly marked to allow for the firing of weapons consisting of an active firing range area with one or more firing lines, and a backstop. Outdoor firing ranges may be covered at the firing line, over the entire firing range or at the back stop and may have baffles or walls.

Potable water -- water that is suitable or safe for human consumption.

Practical Pistol Course of Fire (PPC) -- the standard for firearms proficiency evaluation for the CBSA. Shooters must achieve a minimum passing score of 200/250 and a minimum of 66% for each stage of the PPC.

Projectile -- an object propelled by the force of rapidly burning gases or other means

Range Officer (RO) -- a BSI qualified in firearms instruction who when acting as RO is in direct control of all operations related to the firing range, supervises all shooting and delivers range commands. The RO is responsible for the conduct and safety of all persons present on the firing range. Non CBSA ranges may require their own RO to be present during the shooting session.

Ricochet -- the deflection of a projectile (bullet) after impact.

Target Holder -- a device used to hold the target in place.

Threshold Limit Value/Time Weighted Average (TLV/TWA)) -- defined as the time weighted average concentration for a conventional 8-hour workday and a 40-hour workweek, to which it is believed that nearly all workers may be repeatedly exposed, day after day, for a working lifetime without adverse effect. (*Reference from the American Conference of Governmental Industrial Hygienists' (ACGIH) 2010 Report on Threshold Limit Values and Biological Exposure Indices (BEI)*).

5. Requirements

5.1 Firing range visits must be conducted by a CBSA Basic Firearms Instructor (BFI) or a Border Services Instructor (BSI) who has knowledge of the CBSA PPC and firing range requirements. The Manager, Training and Learning and Regional or National Occupational Health and Safety (OHS) Advisor must also be consulted. The Director, Arming Division, will make the final determination on if the range meets CBSA standards and is approved for use.



5.2 Firing ranges used by the CBSA must comply with all applicable rules and regulations, including the [Shooting Clubs and Shooting Ranges Regulations](#) which are outlined on the Department of Justice Canada website.

5.3 Firing ranges used for CBSA duty firearm training shall meet the standards set forth herein.

Distance

5.4 Firing ranges used for the duty firearm course and recertification sessions must have a minimum length of 25 meters from the firing line to the target stand.

5.5 Ranges less than 25 meters may be approved for mandatory practice or off duty practice sessions using reduced targets.

Firing Range Area

5.6 The firing range must have a system to warn persons they are entering a firing range and to inform them, when such is the case, that shooting activities are taking place at that time. Signage must be in place indicating the operation status of the firing range. A light or flag system and visible signs are appropriate (i.e. Red = Range in use; Green = Range not in use, all firearms holstered).

5.7 Firing range safety rules and standard operating procedures shall be posted behind the firing line in a location clearly visible to all users.

5.8 The firing line(s) shall be parallel to the bullet trap/backstop.

5.9 The spacing of firing points must be large enough so that shooters do not interfere with each other during firing and allow the RO and/or LO to conduct their duties as needed.

5.10 Each firing position shall be marked to coincide with the appropriate target holder.

5.11 Each firing line shall be deep enough to accommodate the shooters, their equipment and provide space for the RO to function behind them without any impediments.

5.12 Firing line depth distance is measured from the front edge of the firing line to the rear edge of the firing line. A distance of 2.5 meters is recommended to meet the requirements of the CBSA PPC.

5.13 The firing range floor/ground should be as even as possible without exposed cracks or protruding objects that may cause ricochets. If protruding objects cannot be removed, they must be covered with sand bags or ballistic type protection. It is acceptable for the firing range floor/ground to slope downward towards the targets.

5.14 Target stands and target holders shall be made of low ricochet materials. If target stands and target holders are constructed of metal, they should be angled to deflect ricochets into the bullet trap or into the firing range floor/ground.

5.15 Barricades must be stable. Each firing point shall have the ability to use some type of barricade, whether it is a portable or permanent barricade. If ground bracket or sockets are used, they shall be flush with the ground to prevent tripping hazards.

5.16 Baffle designs must be matched with the penetration capabilities of the 9mm ammunition used by the CBSA.

5.17 Overhead baffles on the firing range should be positioned to have approximately 2.5 meters or more clearance between their underside and the surface of the firing range floor.



5.18 To meet the requirements of the CBSA's PPC, the bullet trap must be designed to sustain CBSA approved ammunition and shooting from all positions, including prone.

5.19 Bullet traps must be in safe working condition without impact plate perforation, sagging, or other damage (e.g. pitting).

5.20 For outdoor firing ranges the core of the backstop may be constructed from any solid material, including soils, roots, rock or asphalt. If the backstop core is composed of hard materials (e.g. rock rubble), then the forward face of the backstop shall have at least a 1.0 meter thick layer of soil covering it. The forward face of the backstop must be free of outcroppings of rock or other hard materials that may cause ricochet.

5.21 The outdoor firing range backstop shall have a minimum height requirement of 4.0 meters and a thickness of at least 1.0 meter.

5.22 Side berms or side walls shall run the length of the active area of the firing range. They shall begin at least 1.0 meter behind the most distant firing line. They shall be joined to the backstop.

5.23 Side berms shall have a minimum height of 2.5 meters, measured from the ground or firing range floor and shall have a crest thickness of at least 1.5 meters.

Ventilation

5.24 Ventilation for indoor firing ranges shall meet the minimum requirements set forth in the Canada Labour Code Part II (CLC), Canada Occupational Health and Safety Regulations, Part X, Hazardous Substances. <http://laws-lois.justice.gc.ca/eng/regulations>

5.25 Supply air systems must distribute air evenly (laminar flow) across the area of the firing line at an average rate of 50-75 feet per minute (FPM) (0.381 m/s to 0.25 m/s), and shall be introduced behind the firing line.

5.26 The supply air must be exhausted at or behind the bullet trap.

5.27 Exhaust and supply fans must be interlocked so that all fan systems operate at the same time during active firing range use.

5.28 The range must operate with a negative air pressure, exhausting slightly more air than supplied to promote the efficient and controlled removal of airborne contaminants.

5.29 The ventilation system must be operating at all times when the firing range is in use and during clean up.

5.30 The ventilation system that serves the firing range area must be completely separated from any ventilation for the rest of the building.

5.31 Re-circulated air must be cleaned by 99.9% High Efficiency Particulate Air (HEPA) filters for maximum lead removal.

5.32 When re-circulated air is being used, carbon monoxide and carbon dioxide sensors and monitoring controls must be in place.

Noise Control

5.33 All requirements of the CBSA [Hearing Conservation Program](#) shall apply.



5.34 Employees shall wear dual hearing protection, both earmuffs and earplugs that reduce noise levels below 87 decibels during live firing range sessions. Hearing protection must meet the following Canadian Association Standards (CSA) criteria:

Candidates: CSA Class B/Grade 2 earmuff in combination with CSA Class A/Grade 3 earplug

Instructors: Same requirements as the candidates, and where practicable and approved by the Manager, Training and Learning, 1-way (listen only) or 2-way communication headset

Approximate NRR equivalents: CSA/Class B/Grade 2 = 17 – 24 earmuffs

CSA Class A/Grade 3 = ≥ 24 earplug

5.35 Firing range commands must be heard verbally or from speakers and/or whistles.

Lighting (Indoor Firing Ranges)

5.36 The firing range must be equipped with a lighting system that provides uniform intensity and shall be free of glare without shadows.

5.37 There shall be an emergency lighting system configured so that the active firing range area will be illuminated in the event of a power failure.

Amenities

5.38 Potable water must be available at the firing range.

5.39 Restroom facilities and washrooms with individual basins must be supplied with cold and hot water where reasonably practicable.

5.40 An area away from firing line should be available for clean-up.

6. Inspection and Testing

6.1 Firing range initial inspections must be completed by a CBSA BFI or BSI with knowledge of the CBSA's PPC and firing range requirements. Final approval will be decided by the Director, Arming Division.

6.2 Firing range annual inspections must be completed by a CBSA BFI or BSI with knowledge of the CBSA's PPC and firing range requirements. Continuing approval will be decided by the Manager, Arming Asset Management and Implementation Unit.

6.3 Where available, ventilation system records, including air testing and maintenance schedules, shall be reviewed to ensure the range is being operated and maintained to meet the requirements of the Canadian Labour Code (*GLC*) Part II, *Canada Occupational Health and safety (COHC) Regulations, Part X*.

6.4 Where there are no previous air testing reports available, air velocity testing must be completed by an industrial/occupational hygienist in accordance with the Firing Range Air Velocity and Air Movement Testing Criteria (Appendix B). The Regional or National Occupational Health and Safety (OHS) Advisor should be contacted for assistance in sampling criteria and interpretation of results.

6.5 If a concern arises in an indoor firing range for which previous air flow velocity tests were submitted, and it is believed that the range may no longer meet the CBSA standards, a risk assessment should be completed in consultation with a Regional or National OHS Advisor. If warranted, either the Firing Range Air Velocity and Air



Movement Testing Criteria (Appendix B) should be repeated or an air sampling test should be completed by an industrial /occupational hygienist in accordance with the Firing Range Lead and Metal Sampling Criteria (Appendix A). The Regional or National OHS Advisor should assist in sampling criteria and interpretation of result.

6.6 The CBSA must notify the Customs and Immigration Union (CIU) when air quality tests are being initiated/ performed at an indoor firing range, and provide a summary of the test results.

7. Roles and Responsibilities

7.1 The CBSA BFI or BSI who will visit the range is required to:

- Be knowledgeable of the CBSA PPC and firing range requirements.
- Confirm with the Chief Firearm Officer of the province that the range is an approved range registered with the province.
- Arrange time and date to visit the firing range.
- Use the CBSA Standards on Firing Ranges and Checklist (Appendix C) for initial inspections or the Approved Firing Range – Status Update Form (Appendix D) for annual inspections to assist and document the visit. It is recommended to make additional notes of observations about the firing range in order to prepare a final report.
- Take photos of the firing range to include in the final report.
- Obtain and include any firing range maintenance schedules, air velocity and/ or quality and/or sound level test records/results that are provided by the firing range owner/ operator with the final report. If none are available or if there are concerns that the firing range's air quality does not meet CBSA standards refer to section six, Inspection and Testing.
- Prepare a firing range final report, (Appendix C for initial inspections) signed with recommendation for approval, and submit to the Manager, Training and Learning.
- Conduct an annual inspection of approved ranges, document the results using the Approved Firing Range – Status Update Form (Appendix D) and submit to the Manager, Training and Learning.

7.2 The Regional or National OHS Advisor is required to:

- Work with the CBSA official to determine if any health and safety issues exist for the firing range and if testing, further action or additional information is required.
- Assist in the interpretation of ventilation and/or air sampling reports.
- Sign the completed Appendix C - CBSA Standards on Firing Ranges Checklist or the Appendix D – Approved Firing Range – Status Update Form, as applicable, with recommendation on approval.

7.3 The CBSA Manager, Training and Learning or the CBSA Arming Coordinator is required to:

- Review firing range final report including the completed Appendix C - CBSA Standards on Firing Ranges Checklist, pictures and recommendations submitted for ranges being proposed for CBSA use.
- Ensure the firing range meets CBSA Standards on Firing Ranges.



- Determine if additional measures could be taken in order for the firing ranges to meet the CBSA Standards on Firing Ranges.
- Send the completed firing range report, including the CBSA Standards on Firing Ranges Checklist, pictures and any supporting documentation with final recommendations to the Director, Arming Division via email to the [CBSA-ASFC, RC-CR Arming Division/Division de l'armement](#). If additional measures are required in order to approve a range for use, ensure the necessary actions are outlined in the recommendations.
- Maintain a list of approved ranges and ensure that each is inspected annually as close as possible to the anniversary date of its approval. Send the completed Appendix D – Approved Firing Range – Status Update Form and any attached documentation with final recommendations to the Director, Arming Division via email to the [CBSA-ASFC, RC-CR Arming Division/Division de l'armement](#). If additional measures are required in order for a firing range to remain in good standing, ensure the necessary actions are outlined in the recommendations.
- Notify the CIU when air quality tests are being initiated / performed at an indoor firing range, and provide a summary of the test results.

7.4 The Director, Arming Division, Training and Development Directorate is required to:

- Make the final determination on ranges proposed for use by the regions and/or provide direction on additional measures to be taken before a range can be approved for use.

7.5 The Arming Asset Management and Implementation Unit is required to:

- Update the list of approved firing ranges for use by the CBSA.
- Ensure approved firing ranges continue to meet the CBSA Standards on Firing Ranges through verification of the Approved Firing Range – Status Update Form which will be completed annually.

8. References and Legislation

- [Canada Labour Code Part II, Canada Occupational Health & Safety Regulations](#)
- [National Joint Council, Occupational Health and Safety Directive](#)
- [NIOSH, Preventing Occupational Exposures to Lead and Noise at Indoor Firing Ranges](#)
- [Defence and Civil Institute of Environmental Medicine, Guidelines for Evaluation of Canadian Forces Indoor Firing Ranges, 1999](#)
- [Firearms Act: Shooting Clubs and Shooting Ranges Regulations](#)

9. Enquiries

9.1 Enquiries regarding these standards are to be directed to:

Director, Arming Division
Human Resources Branch
Training and Development Directorate
100 Metcalfe Street
17th floor, 1745
Ottawa, ON K1A 0L8



10. Amendments

10.1 Amendments to these standards shall be approved by the Director General, Training and Development Directorate, Human Resources Branch.



Appendix A: Firing Range Lead and Metal Sampling Criteria

When a Firing Range Air Velocity and Air Movement Test has been completed and the results are acceptable, there is no need to conduct the Firing Range Lead and Metal Sampling test to approve a range for CBSA use. However, where a range has passed initial inspection, which included a successful Air Velocity and Air Movement Test, but over time an issue or concern arises, i.e. dirty floor or excessive dust accumulating on table surfaces etc., a Firing Range Lead and Metal Sampling Test can be conducted as described in the following paragraphs.

In order to determine potential employee exposure to airborne lead and metals in firing ranges, a hazard investigation shall be completed by an industrial/occupational hygienist in accordance with the *Canada Labour Code, Part II, Canada Occupational Health and Safety Regulations, Part X, Hazardous Substances, Section 10.4*.

Samples must be collected under normal use conditions. Personal dosimetry samples should be collected in the breathing zone of a representative number of both instructors and candidates for a full day shift or representative portion thereof in order to obtain a time weighted 8-hour average.

The samples should be collected and analyzed under National Institute of Occupational Health and Safety (NIOSH) *Manual of Analytical Methods Method 7300* or with a method that collects and analyses a representative sample of the chemical agent with accuracy and with detection levels at least equal to those in the above-mentioned standards.

Samples must be analyzed by an accredited laboratory that is recognized in a proficiency analytical testing program for the analyte(s) used, if available, such as the Canadian Association for Laboratory Accreditation (CALA), the American Industrial Hygiene Association Laboratory Accreditation program, or the American Proficiency Analytical Testing (PAT) program.

Results should be compared to the ACGIH Threshold Limit Value-Time-Weighted Averages (*CLC Part II, Canada Occupational Health and Safety Regulations, Part X, Hazardous Substances, Section 10.19, Control of Hazards*).



Appendix B: Firing Range Air Velocity and Air Movement Testing Criteria

Firing line air velocity tests and air movement tests should be taken when the range is unoccupied but operational to verify that air is moving uniformly across the firing line and away from the instructors and candidates breathing zones. If there are any problems with the direction of air flow or eddies and currents, they should be identified.

The testing should be completed by an industrial/occupational hygienist or engineer using a calibrated air velocity meter and smoke tube. Measurements of air velocity should be taken at the firing line and should register between 50 and 75 feet per minute (fpm) per lane as recommended by the National Institute of Occupational Health and Safety (NIOSH).

The supply air must be exhausted at or behind the bullet trap.

The exhaust and supply fans must be interlocked so that all fan systems operate at the same time during active firing range use.

The range must operate with a negative air pressure, exhausting slightly more air than supplied to promote the efficient and controlled removal of airborne contaminants.

The following are recommended:

- A smoke test at the firing line to ensure that smoke moves uniformly away from the shooter's position in the prone, kneeling and standing positions.
- Smoke tests down the range towards the bullet trap to ensure adequate exhaust of smoke.
- Smoke test to verify that the room is under negative pressure.
- Air velocity measurements at the firing line in each lane at 1 foot height (prone), 3 foot height (kneeling) and 5 foot height (standing). These measurements should be taken with the ventilation system operating at normal and doors closed. The ventilation system should be operating for at least 30 minutes prior to testing.



Appendix C - CBSA Standards on Firing Ranges Checklist

The CBSA Standards on Firing Ranges Checklist is to be completed by a CBSA Basic Firearms Instructor (BFI) or Border Services Instructor (BSI) who has knowledge of the CBSA course of fire and firing range requirements. Approved ranges will be posted on the CBSA Intranet/Internet site.

INDOOR		OUTDOOR	
CBSA Firing Range Checklist			
Firing Range General Information			
Business Name:			
Business Telephone & Fax:			
Business Address:			
Firing Range Physical Address (if different than above):			
Range approved by the Chief Firearms Officer:		YES	NO
Consent obtained to post information on Atlas:		YES	NO
Contact Name:			
Contact Telephone number:			
Email Address:			
Website:			
Billing Information:			
Emergency Contact Name and Telephone Number:			
911 Information:			
Name, Address and Distance to Closest Hospital:			
Firing Range is Owned/ Operated by:		YES	NO
Law Enforcement: _____			Remarks
Federal Agency: _____			
<u>For Canadian Federal Agencies Only:</u>			
Secure Firearm, Ammunition & Target Storage is Available on Site			
Private:			
Non-Profit:			
Security Screening Completed for CBSA or OGD:			
Firing Range Availability:			
Days:			
Afternoons:			
Evenings:			
Seasonal:			
Costs			
Rental Costs to the Agency:			
Daily			
Half-day			
Hourly			
Rental Costs to Individuals:			
Daily			
Half-day			
Hourly			
Annual Membership			



Firing Range Safety Standards	YES	NO	Remarks
Firing range safety rules and standard operating procedures are posted behind the firing line in a location that is clearly visible to all users:			
Signs are visible to alert people that they are entering a firing range area:			
A light and/ or flag system in place indicating the operating status of the firing range (Red= Danger- Range in use; Green= Safe- Range not in use):			
CBSA approved ammunition may be used on the firing range:			
Prone shooting is permitted at 12.5 m (reduced target):			
Prone shooting is permitted at 25 m:			
Obligation to pick up spent ammunition:			
If yes to above, bags or buckets are provided:			
Reduced targets may be used (half size of regular target):			
Off duty CBSA officers may shoot at paper, human silhouette targets:			
Off duty CBSA officers may wear their issued duty holsters:			
Off duty CBSA officers may wear their issued soft body armour:			
Mandatory training conditions must be met prior to firing range use: Please list specific courses: _____			
Firing Range Area			
Length of firing range measured from the firing line to the furthest point at which target stands may be placed or a target retrieval system can be programmed to:			
Total number of firing lanes/ positions:			
Width of each firing lane/ position in meters:			
Space available between the firing line and back wall in meters:			
	YES	NO	Remarks
Firing line(s) is/are parallel to the bullet trap:			
Firing lanes/ positions are marked to coincide with target holder:			
A minimum of 2.5 m clearance is available between the baffles and underside and firing range floor:			
Baffles are designed to sustain impact from 9mm full metal jacket, 9mm hollow point:			
Space is available for loading magazines away from the firing line:			
Target stands & holders are available:			
-If yes, what material are they made of:			
wood:			
round bar metal:			
other (please specify):			
(Flat bar metal target holders normally angled to deflect projectiles into the floor and are not recommended due to CBSA PPC -3 m distance which could cause bullet ricochet at the officer)			



Barricades are available:			
-If yes, what material are they made of:	wood:		
	metal:		
	other (please specify):		
Indoor Firing Ranges	YES	NO	Remarks
Target retrieval system is available:			
The CBSA PPC can be programmed into the target retrieval system:			
Targets can be fired upon 3 meters from the firing line:			
Head shots can be fired at 5 meters from the firing line:			
Firing range floor is as level as possible:			
Firing range floor appears sealed with no exposed cracks:			
Bullet trap appears clean and in safe working condition:			
Bullet trap is rated to allow 9mm full metal jacket, 9mm hollow point:			
If applicable, the bullet trap impact plates appear to be in safe working order without bullet perforation or other damage:			
Maintenance schedule provided:			
Firing range appears clean and free of debris:			
Frequency of firing range cleaning / maintenance schedule available:			
Ventilation/ Noise Control / Lighting			
Air velocity and smoke testing has been completed at this facility:			
Date of last test results:			
A copy of the test results has been provided:			
The supply air is introduced behind the firing line:			
The air flow is not turbulent:			
Firing range is operated at a negative pressure:			
Air quality testing has been completed at this facility:			
Date of last test results:			
A copy of the test results has been provided:			
Supply and exhaust ventilation systems are interlocked:			
Firing range ventilation system is separate from the rest of the building:			
Firing range uses 100% outside make-up air:			
- If no to the above question, monitors and sensors are in place to ensure re-circulated air is filtered properly:			
Sound level testing has been completed at this facility:			
Date of last test results:			
A copy of the test results has been provided:			
The firing range area is uniformly illuminated:			
Low light or dimmable shooting is available:			
An emergency lighting system is in place in case of power failure:			
A regular maintenance program is in place:			
A copy of maintenance program has been provided:			
Outdoor Firing Ranges	Yes	No	Remarks
Firing range ground is free from protruding objects:			
Targets can be fired upon 3 meters from the firing line:			
Head shots can be fired at 5 meters from the firing line:			
The height of the back stop is at least 4 meters high:			



The backstop is at least 1 meter thick:			
Berms run the length of the firing range:			
Side berms have a thickness of at least 1.5 meters:			
Side berms have minimum of height of 2.5 meters:			
What materials make up the core of the back stop:			
Shooters must pick up their own spent ammunition (brass):			
Buckets/ bags are provided on site:			
Shade or shelter is available to take a break from weather conditions:			
Amenities	YES	NO	Remarks
Parking is available on-site:			
Washrooms are available on site:			
Potable water is available on site:			
Facilities or a portable wash basin are available for clean up:			
An area away from the firing line is available for cleaning firearms:			
Suitable Duty Firearm Training Activities	YES	NO	Remarks
Annual Recertification			
Mandatory Practice			
Off Duty Practice			
Skills Enhancement Course			
Others (DFC, Three Year Recertification and Skills Maintenance)			

**Please attach any additional notes, rental contract/arrangements, maintenance/test results, safety and usage rules and/or documents provided by the firing range.

CBSA BFI or BSI

Name: _____ Position Title: _____

Signature: _____ Date: _____

Regional OHS Advisor

Name: _____ Position Title: _____

Signature: _____ Date: _____

Recommendation: Approve Do not Approve

Manager, Training and Learning or CBSA Arming Coordinator

Name: _____ Position Title: _____

Signature: _____ Date: _____

Recommendation: Approve Do not Approve



Director, Arming Division, Training and Development Division

Name: _____ Position Title: _____

Signature: _____ Date: _____

Recommendation: Approve

Do not Approve



Appendix D - Approved Firing Range – Status Update Form

The CBSA Approved Firing Range – Status Update Form is to be completed by a CBSA Basic Firearms Instructor (BFI) or a Border Services Instructor (BSI) who has knowledge of the CBSA Course of Fire and firing range requirements. Approved ranges will be posted on the CBSA Intranet site. Ensure the firing range owner continues to consent to the sharing of their business contact information.

The CBSA Approved Firing Range – Status Update Form is to be completed annually to confirm the status of a range already in good standing or to identify changes which may have occurred, which may prohibit the range from continued use by the CBSA and its employees. New photographs are to be taken and provided, with descriptions, to the Arming Division, of such quantity that a person previously unfamiliar with the area will develop an awareness of the environment.

Firing Range General Information
Business Name:
Business Telephone & Fax:
Business Address:
Firing Range Physical Address (if different than above):
Contact Name:
Contact Telephone Number:
Email Address:
Website:

Historical Range Approval Details
Date of previous CBSA inspection:
Date of OHS Sign-off:
Date of Training & Development Directorate / Arming Coordinator Sign-off:
Date of Arming Director Sign-off and Approval:
Customs and Immigration Union advised of indoor range air quality tests (in accordance with Sect 6.6):
Yes No N/A

Status Update Details
Date of Current Update Inspection:
Is this the first update? Yes No Date of Last Update (if applicable):
Prior to this inspection, has the undersigned CBSA Official conducting the inspection:
a) reviewed the CBSA Standards on Firing Ranges and original Checklist (Appendix C) for this range?*
b) reviewed the most recent Approved Firing Range – Status Update Form (if applicable)?
Have any shortcomings noted in the previous inspection documents been addressed?*
Have there been any changes in the following areas which create unsafe conditions:
a) Firing Range Area?
b) Issues Specific to Indoor Ranges?
c) Ventilation/Noise Control/Lighting?
d) Issues Specific to Outdoor Ranges?
e) Amenities?
f) Suitability to Duty Firearm Training Activities?*

**If there is no Appendix C on file, a full inspection must be conducted and the Appendix C completed and submitted to Arming.*

***Please attach any additional notes detailing any prohibitive safety and/or usage concerns.*

CBSA BFI or BSI Inspecting

Name: _____ Position Title: _____

Signature: _____ Date: _____



Approved Firing Range – Status Update Form

Recommendations and approval, if applicable, for the continued use of _____ range.
Insert range business name

Regional OHS Advisor

Name: _____ Position Title: _____

Signature: _____ Date: _____

Recommendation: Approve Do not Approve

Manger Training and Learning or CBSA Arming Coordinator

Name: _____ Position Title: _____

Signature: _____ Date: _____

Recommendation: Approve Do not Approve

Manager, Arming Asset Management and Implementation Unit

Name: _____ Position Title: _____

Signature: _____ Date: _____

I approve do not approve the continued use of _____ range.
Insert range business name



APPENDIX “A” to PART 4 OF THE BID SOLICITATION – MANDATORY TECHNICAL CRITERIA

Evaluation Disclaimer

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Bid must demonstrate compliance with the mandatory requirement and must provide the necessary documentation to support of compliance. Bids that fail to meet the mandatory requirements will be deemed non-compliant and will be given no further consideration. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria		Bid Preparation Instruction
M1	The facility must be within a 75 kilometres’ radius of Pearson International Airport.	To demonstrate compliance, the Bidder must provide the address of the facility. Note: The distance will be measured using the recommended travel mode feature in Google Maps.
M2	Outdoor facilities must include overhead cover at the firing line and provide some type of protection from extreme weather conditions.	To demonstrate compliance, the Bidder must provide a description of the facility.
M3	The facility must have a minimum of eight (8) lanes with a shooting distance of 25 metres from the firing line to the target stand, not including bullet traps.	
M4	The facility must have onsite washrooms that are equipped with potable water for flushing and hand washing.	
M5	The facility must provide a temporary locked storage area for equipment and items.	
M6	The facility must allow for passage of instructors behind shooters with a minimum distance of 4 feet to back wall.	
M7	The facility must be available for rental Monday to Friday between 7:00 to 18:00 EST.	
M8	The facility must be available for rentals for both full days (8 hours) or part day (4 hour) periods.	
M9	Free Parking must be available for minimum of 12 vehicles.	
M10	Range must allow for discharge of lead 9mm (9 x 19) Calibre 147 grain Jacket Hollow Point Ammunition and 9mm (9 x 19) Calibre 147 Grain Reduced Hazard (Lead Free) Full Metal Jacket Encapsulated Lead Core Ammunition, use of silhouette targets, protective vests and duty holsters.	
M11	Range must allow for use of barricades and prone shooting positions	



APPENDIX “B” TO PART 3 OF THE BID SOLICITATION – FINANCIAL PROPOSAL

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in CAD \$) excluding all taxes for the service identified in Annex A – Statement of Work.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

The rate included in this pricing schedule excludes the total estimated cost of any taxes. See Part 7 – Annex B of the bid solicitation.

For evaluation purposes “estimated number of days” must not be altered.

The CBSA will use the combined Total Estimated Cost for the purposes of the financial evaluation of the bid. The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

Base Contract – Contract Award to March 31, 2018

TABLE 1				
Category	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental	1	250	\$	\$
Base Contract – Total Estimated Cost:				\$

* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

Option Period Year 1 – April 1, 2018 to March 31, 2019.

TABLE 2				
Category	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental	1	125	\$	\$
Option Period Year 1 - Total Estimated Cost:				\$

* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.



Option Period Year 2 – April 1, 2019 to March 31, 2020.

TABLE 3				
Category of Personnel	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental	1	125	\$	\$
Option Period Year 2 - Total Estimated Cost:				\$

* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

EVALUATED PRICE CALCULATION:

Base Contract – Total Estimated Cost (Table 1)	\$
Option Period Year 1 –Total Estimated Cost (Table 2)	\$
Option Period Year 2 –Total Estimated Cost (Table 3)	\$
EVALUATED PRICE (Table 1+2+3)	\$