



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

Bid Receiving/Réception des soumissions  
F Division  
Procurement & Contracting Services  
c/o Commissionaire  
6101 Dewdney Avenue  
Regina, SK S4P 3J7

Fax No. – No de FAX: 306-780-5232

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre `a commandes individuelle regionale  
(OCIR)

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet:</b> Electrical Services, Regina, SK		<b>Date :</b> December 6, 2016
<b>Solicitation No. – N° de l'invitation</b> M9424-17-4547/A		
<b>Client Reference No. - No. De Référence du Client</b> PW-16-00759105		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	January 4, 2017	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 639-625-3463	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	

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



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings
- 1.4. Procurement Ombudsman

### **PART 2 - OFFEROR INSTRUCTIONS**

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Offers
- 2.3. Enquiries - Request for Standing Offers
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

- 3.1. Offer Preparation Instructions
- 3.2. Revision of Offer
- 3.3. Taxes

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

- 5.1. Certifications Required Precedent to Issuance of a Standing Offer

### **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

- 6.1. Security Requirement
- 6.2. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

- 7.1. Offer
- 7.2. Security Requirement
- 7.3. Standard Clauses and Conditions
- 7.4. Term of Standing Offer
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants
- 7.7. Identified Users
- 7.8. Call-up Instrument
- 7.9. Limitation of Call-ups
- 7.10. Financial Limitation
- 7.11. Priority of Documents
- 7.12. Procurement Ombudsman



- 7.13. Certifications and Additional Information
- 7.14. Applicable Laws
- 7.15. Estimates

## **B. RESULTING CONTRACT CLAUSES**

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Term of Contract
- 7.4. Proactive Disclosure of Contracts with Former Public Servants
- 7.5. Payment
- 7.6. Insurance Requirements
- 7.7. *SACC Manual* Clauses
- 7.8. Federal Contractors Program for Employment Equity – Default by the Contractor
- 7.9. Environmental Considerations

### List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Health and Safety
- Annex D - Security Requirements Checklist (SRCL)
- Annex E - Journeyperson Electrician Certification
- Annex F - Certificate of Insurance
- Annex G - Integrity Form – Bidders Information



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Health and Safety, Security Requirement Checklist, Offer and PWGSC Form 2829 and any other annexes

### **1.2 Summary**

Work under this Standing Offer will involve, but not be limited to providing labour, equipment, supervision and materials for services of an electrician at the Royal Canadian Mounted Police Academy, Depot Division, Forensic Lab and F Division in Regina, Saskatchewan as requested by the Royal Canadian Mounted Police (RCMP) in the form of call ups. Services are to be provided on an "as required basis". It is anticipated that one firm will be issued a Standing Offer. The Standing Offer will be issued for a period of three (3) years with the option to extend the term of the Standing Offer for one (1) additional one (1) year option periods. The total estimated expenditure for the first year is \$100,000.00 excluding GST/HST.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."



### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.4 Procurement Ombudsman

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

Subsection 07 – Delayed Offers of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

Delete in its entirety.

Subsection 09 – Customs Clearance of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

Delete in its entirety.



### **2.1.1 SACC Manual Clauses**

#### **Worker's Compensation Certification – Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### **2.2 Submission of Offers**

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers. Offers received after the offer closing date will not be considered.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to RCMP will not be accepted.

#### **2.2.1 Firm Price and/or Rates**

The Offeror is required to submit firm price rates that will apply for the entire period of the Standing Offer

### **2.3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)  
Section II: Financial Offer (one hard copy)  
Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirement. See Annex E, Journeyman Electrician Certification.

## Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## Section III: Certifications

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

### 3.2. Revision of Offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the offeror's letterhead or bear a signature that identifies the Bidder.
2. A revision to a bid that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).
5. Facsimile number for receipt of revisions: 306-780-5232.





### 3.3 Taxes

The offeror is responsible for all applicable taxes.

1. Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, and the GST/HST shall not be included when calculating the amount of any bid security or contract security that may be required. Any amount levied in respect of the GST/HST shall be billed as a separate item in a progress claim submitted by the Contractor, and shall be paid to the Contractor in addition to the amount approved by Canada for work performed under the Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.
2. The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Offers not meeting the following Mandatory Requirement at the time of closing will be deemed non-complaint and receive no further consideration.

- a) Journeyperson Electrician – Offeror must have in their employ at least one Interprovincial Red Seal Journeyperson Electrician. Employee(s) names must be identified in Annex E and submitted with the offer.



#### 4.1.2 Financial Evaluation

$1a \times 10 + (1b \times 10) + (2a \times 5) + (2b \times 5) + (4a \times 80) + (4b \times 80) + (5a \times 10) + (5b \times 10) + (7a \times 10) + (7b \times 10) + (8a \times 5) + (8b \times 5) + (10a \times 80) + (10b \times 80) + (11a \times 10) + (11b \times 10) + (13a \times 10) + (13b \times 10) + (14a \times 5) + (14b \times 5) + (16a \times 80) + (16b \times 80) + (17a \times 10) + (17b \times 10) = \text{Total Evaluated Price.}$

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

Refer to Unit Price Schedule at Annex B, Basis of Payment. A price must be entered for each item.

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

##### 5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences (as applicable)
- Required Documentation



### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.1.3.1 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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.

#### **5.1.3.3 Status and Availability of Resources**

*SACC Manual* clause M3020T (2016-01-28) Status and Availability of Resources



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex F .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

The successful Contractor MUST:

- a) ensure that all persons working on site hold a valid Reliability Status security clearance issued by RCMP Departmental Security Section.
- b) ensure security identification tags are picked up each morning and dropped off each night at the Security Desk during the performance of all work on RCMP grounds, if required. Government issued photo identification must be shown when picking up security identification tags;
- c) sign in at the Reception Desk at the Works Building prior to starting any work and sign out upon leaving at the end of the day.

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

##### **7.3.1 General Conditions**

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



### 7.3.2 General Provisions

- 1) This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- 2) The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- 3) This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- 4) This tender may not be withdrawn for a period of 90 days following the tender closing time,

The Offeror agrees:

- a) to carry out individual work projects as requisitioned from time to time by the Departmental Representative in Call-up Against a Standing Offer, form PWGSC/TPSGC 2829 , copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
  - b) to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
  - c) to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- 5) This Offer does not constitute a binding contract between Her Majesty and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Her Majesty.
  - 6) A contract is formed between Her Majesty and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
  - 7) The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Her Majesty to order any or all of the work, material or plant listed therein.
  - 8) The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Her Majesty or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award date for three (3) years.



#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one (1) year option periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

### **7.5. Authorities**

#### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 – 11<sup>th</sup> Avenue  
Regina, SK S4P 3J7

Telephone: 639-625-3463

Facsimile: 306-780-5232

E-mail address: [tania.sentes@rcmp-grc.gc.ca](mailto:tania.sentes@rcmp-grc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.





### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.5.3 Offeror's Representative**

*To be completed upon award.*

### **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 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police.

### **7.8 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 2829, Call-up Against a Standing Offer or electronic document.

### **7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded). This maximum amount shall be established precisely from said Unit Prices, prior to the issuance of a Call-up. This maximum amount may include an amount not to exceed \$5,000.00. Goods and Services Tax or Harmonized Sales Tax included extra, for a portion of the work which cannot be established precisely from said Unit Prices.

### **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$100,000.00** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.



## 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) Supplemental Conditions:
- g) Annex A, Statement of Work;
- h) Annex B, Basis of Payment;
- i) Annex C, Health & Safety;
- j) Annex D, Security Requirements Check List (SRCL);
- k) Annex F, Insurance Requirements;
- l) the Offeror's offer dated \_\_\_\_\_

## 7.12. Procurement Ombudsman

### 7.12.1 Dispute Resolution Services

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

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

### 7.12.2 Contract Administration

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

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



## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

### **7.13.3 SACC Manual Clauses**

*SACC Manual* clause M3020C (2016-01-28) Status and Availability of Resources

## **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

## **7.15 ... Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.



**B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

**7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

**7.2 Standard Clauses and Conditions**

**7.2.1 General Conditions**

GC1 General Provisions	R2810D	(2016-04-04);
GC2 Administration of the Contract	R2820D	(2016-04-04);
GC3 Execution and Control of the Work	R2830D	(2015-02-25);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2016-01-28);
GC6 Delays and Changes in the Work	R2865D	(2013-04-25);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2016-01-28);
GC9 Contract Security	R2890D	(2014-06-26);
GC10 Insurance	R2900D	(2008-05-12)

Supplementary Conditions

Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-05-25);

Schedules of Wage Rates for Federal Construction Contracts;

Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;

Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and

Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

- 1) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>
- 2) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).
- 3) The language of the contract documents is the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.



## 7.2.2 Supplemental General Conditions

T1204 (2007-11-30) Direct Request by Customer Department, apply to and form part of the Contract.

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

## 7.4 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.

## 7.5 Payment

### 7.5.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### GC5.4 Payment

##### Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax
  - c) legislation; and
  - d) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
  4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon



receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.

- a) Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - b) Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor may be requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
  6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non-payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
  7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

### **7.5.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as specified in the call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

### **7.5.2 Limitation of Price**

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

### **7.5.3 Payment by Credit Card (to be completed upon award)**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 – Terms of Payment R2550D (2016-01-28) will not apply to payments made by credit cards.



## 7.6 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. 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.

## 7.7 SACC Manual Clauses

A0285C (2007-05-25) Workers Compensation  
A9068C (2010-01-11) Government Site Regulations

## 7.8 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.

## 7.9 Environmental Considerations:

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Shipping Requirements:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



## ANNEX "A"

### STATEMENT OF WORK

**Description:** This Regional Individual Standing Offer (RISO) is for the supply of all necessary labour, equipment, material, supervision and transportation necessary for the services of an electrician which may include, but not be limited to; the installation, repair, testing and maintaining of wiring, controls, motors and other electrical devices in a variety of locations at the Royal Canadian Mounted Training Academy - Depot Division, Lab Building and "F" Division Headquarters in Regina, Saskatchewan. Services are to be provided on an "as required" basis.

#### 1. General Requirements

- 1.1. Work of all trades must be completed by trained professionals. The Offeror must have in their employ at least one Interprovincial Red Seal Journeyman Electrician who will provide on-site supervision at all times.
- 1.2. The Offeror will comply with all applicable bylaws, rules, regulations and codes of Local, Provincial, Federal Authorities and manufactures specifications. The Offeror will pay for all licenses and fees associated with the work.
- 1.3. Where not otherwise stated or specified, the work must conform to at least the minimum standards of the National Building Code and Municipal and Local building electrical codes.
- 1.4. Protect the property during the course of the work. The Offeror will be required to make good, at no extra cost, any damages caused but the Offeror during the performance of this standing offer and restoring any damage to the site to its original condition, to the satisfaction of the Departmental Representative.
- 1.5. The Offeror must provide clearance documentation and certification of all equipment, upon request, at no additional cost.
- 1.6. The Offeror must provide a site specific Health and Safety Plan which is acceptable to the Departmental Representative, unless this requirement is waived.
- 1.7. The Offeror must ensure all person(s) working on site conduct themselves in a professional manner.

#### 2. Temporary Facilities

- 2.1. The Offeror will be responsible for providing their own storage facilities.

#### 3. Interpretation of Specifications

- 3.1. The Offeror will, before providing a quote or commencement of work, bring to the attention of the Departmental Representative any omission of an item which is obviously intended to be required for a complete job. Failure to do so will not relieve the Offeror of the responsibility of completing the work in accordance with the standard of the contract as though it has been properly incorporated in the documents.
- 3.2. Offeror will be required to provide a firm price quote for each call up which will be subject to approval by the Departmental Representative prior to commencement of work, unless otherwise requested. Any quote submitted is to include a breakdown of hours and materials.





#### **4. Materials**

- 4.1. All materials that are not required for reuse will become the property of the Offeror and are to be removed from the site.
- 4.2. All materials used will be new unless otherwise specified and in accordance with the specifications.

#### **5. Scheduling of Work**

- 5.1. All work is to be scheduled with the Departmental Representative or their designate (contact information will be provided in each Call-up) and is to be completed during normal working hours from 07:30 to 16:30 hrs, Monday to Friday, unless otherwise requested.
- 5.2. All work shall be scheduled as per building operational requirements. The Electrical Department (contact information will be provided upon award) will be notified prior to each fan unit shut down and restart.
- 5.3. Commence the work as soon as possible after approval from the Departmental Representative and completion date of the work is to be adhered to with the exception of unforeseen circumstances. If delays do occur the Departmental Representative must be contacted immediately for a revised completion date to be set.

#### **6. Response to Service Requests**

- 6.1. The Offeror will respond to a service request within four (4) working days. In an emergency, the response for an emergency request will be within two (2) hours of the request.

#### **7. Repairs and Replacements**

- 7.1. Do all repair work necessary in order that good quality results are obtained. All repair work carried out will match existing surfaces, unless otherwise noted.

#### **8. Hazardous Materials**

- 8.1. If any asbestos is found, work is to be stopped and the Departmental Representative must be notified immediately.

#### **9. Clean Up**

- 9.1. Upon completion of the work, leave the area clean and tidy, with all equipment in its original location.

#### **10. Invoicing**

- 10.1 Invoices must be broken down between Training Academy - Depot Division, Lab Building and "F" Division Headquarters, as applicable.

#### **11. Workers Compensation**

- 11.1 A Workers Compensation Clearance Letter must be submitted quarterly to the Departmental Representative or submitted with each invoice.



## 12. Safety Measures

- 12.1 Observe construction safety measures of the National Building Code (current version), Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.
- 12.2 Comply with current confined space and H2S codes and regulations.
- 12.3 Comply with all Occupational Health & Safety codes
- 12.4 Comply with all safe working practice codes and regulations.
- 12.5 Comply with all Fall Protection regulations
- 12.6 Comply with all electrical safety lock out procedures and code.
- 12.7 Comply with the Canadian Electrical Code and American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standards.
- 12.8 Comply with requirements of Workplace Hazardous Materials Information System (WHIMS) regarding use, handling, storage, and disposal of hazardous materials; with labeling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- 12.9 Deliver copies of WHIMS data sheets to the Departmental Representative, if requested.



## ANNEX "B"

### BASIS OF PAYMENT

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

Rates quoted must remain firm for the period of the Standing Offer. GST/HST is not included and is to be shown as a separate item on all invoices.

**Laid down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage, but excludes GST/HST taxes.

**Mark-up** is defined as the difference between the vendor's laid -down cost for a product or service and the resale price to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.

Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses.

Payment by Her Majesty for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.

The cost of subcontract work, including equipment rentals approved by the Departmental Representative, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

#### 1. Pricing

1.1. The prices requested in the Offer are for:

- i. service call and hourly rates for regular hours;
- ii. service call and hourly rate for outside of regular hours; and
- iii. service call and hourly rates for Weekend and Statutory Holidays

1.2. The rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- i. labour including supervision, allowances and liability insurance;
- ii. travel time;
- iii. transportation/vehicle expenses;
- iv. tools and tackle;
- v. overhead and profit;
- vi. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.



1.3. It is considered that regular hours of work fall between 0730 and 1630 hours, Monday to Friday.

## 2. PRICES

All rates are to be provided in Canadian Dollars, FOB destination, GST/HST extra.

**Service Call Rates to include transportation, travel time, vehicle surcharge/costs, labour, supervision, equipment, as well as the first hour of on-site productive labour. Service Call Rates will be paid only on the initial call-out. Should the work carry over subsequent days, the labour rates only will apply. A rate must be entered for each item.**

### 2.1 Unit Price Schedule – Rates

#### Schedule A – Year One of the Standing Offer

Item	Description	Unit of Item	Unit Price
	Service Call, Including first on-site productive labour		
1	Price per Call During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
1a	Journeyman - Working Supervisor	Call	\$
1b	Apprentice	Call	\$
2	Outside Regular working hours (Monday through Friday)		
2a	Journeyman - Working Supervisor	Call	\$
1b	Apprentice	Call	\$
3	Weekends and Statutory Holidays		
3a	Journeyman - Working Supervisor	Call	\$
3b	Apprentice	Call	\$
	Labour only in addition to (1) above:		
4	Price per Hour During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
4a	Journeyman - Working Supervisor	Hour	\$
4b	Apprentice	Hour	\$
5	Outside Regular working hours (Monday through Friday)		
5a	Journeyman - Working Supervisor	Hour	\$
5b	Apprentice	Hour	\$
6	Weekends and Statutory Holidays		
6a	Journeyman - Working Supervisor	Hour	\$
6b	Apprentice	Hour	\$
	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of ____% (or published price list less a discount of ____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



**Schedule B – Year Two of the Standing Offer**

Item	Description	Unit of Item	Unit Price
	Service Call, Including first on-site productive labour		
7	Price per Call During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
7a	Journeyman - Working Supervisor	Call	\$
7b	Apprentice	Call	\$
	Outside Regular working hours (Monday through Friday)		
8a	Journeyman - Working Supervisor	Call	\$
8b	Apprentice	Call	\$
	Weekends and Statutory Holidays		
9a	Journeyman - Working Supervisor	Call	\$
9b	Apprentice	Call	\$
	Labour only in addition to (1) above:		
10	Price per Hour During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
10a	Journeyman - Working Supervisor	Hour	\$
10b	Apprentice	Hour	\$
	Outside Regular working hours (Monday through Friday)		
11a	Journeyman - Working Supervisor	Hour	\$
11b	Apprentice	Hour	\$
	Weekends and Statutory Holidays		
12a	Journeyman - Working Supervisor	Hour	\$
12b	Apprentice	Hour	\$
	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of ____% (or published price list less a discount of ____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



**Schedule C – Year Three of the Standing Offer**

Item	Description	Unit of Item	Unit Price
	Service Call, Including first on-site productive labour		
13	Price per Call During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
13a	Journeyman - Working Supervisor	Call	\$
13b	Apprentice	Call	\$
	Outside Regular working hours (Monday through Friday)		
14	Outside Regular working hours (Monday through Friday)		
14a	Journeyman - Working Supervisor	Call	\$
14b	Apprentice	Call	\$
	Weekends and Statutory Holidays		
15	Weekends and Statutory Holidays		
15a	Journeyman - Working Supervisor	Call	\$
15b	Apprentice	Call	\$
	Labour only in addition to (1) above:		
16	Price per Hour During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
16a	Journeyman - Working Supervisor	Hour	\$
16b	Apprentice	Hour	\$
	Outside Regular working hours (Monday through Friday)		
17	Outside Regular working hours (Monday through Friday)		
17a	Journeyman - Working Supervisor	Hour	\$
17b	Apprentice	Hour	\$
	Weekends and Statutory Holidays		
18	Weekends and Statutory Holidays		
18a	Journeyman - Working Supervisor	Hour	\$
18b	Apprentice	Hour	\$
	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of ____% (or published price list less a discount of ____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



**Schedule D – Option Year One**

Item	Description	Unit of Item	Unit Price
	Service Call, Including first on-site productive labour		
19	Price per Call During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
19a	Journeyman - Working Supervisor	Call	\$
19b	Apprentice	Call	\$
	Outside Regular working hours (Monday through Friday)		
20a	Journeyman - Working Supervisor	Call	\$
20b	Apprentice	Call	\$
	Weekends and Statutory Holidays		
21a	Journeyman - Working Supervisor	Call	\$
21b	Apprentice	Call	\$
	Labour only in addition to (1) above:		
22	Price per Hour During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
22a	Journeyman - Working Supervisor	Hour	\$
22b	Apprentice	Hour	\$
	Outside Regular working hours (Monday through Friday)		
23a	Journeyman - Working Supervisor	Hour	\$
23b	Apprentice	Hour	\$
	Weekends and Statutory Holidays		
24a	Journeyman - Working Supervisor	Hour	\$
24b	Apprentice	Hour	\$
	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of ____% (or published price list less a discount of ____%). A supplier's parts list/catalogue to be provided upon award of standing offer.		



## Annex C

For work in the Province of Saskatchewan

### HEALTH AND SAFETY

#### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Saskatchewan, and for the duration of the Work of the Contract:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3. agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Departmental Representative's order to:
    - 1.1.3.1 accept, as the Contractor/Principal Contractor/Constructor, the responsibility for the Departmental Representative's other Contractor(s);  
or
    - 1.1.3.2 accept that the Departmental Representative's other Contractor is Contractor/Principal Contractor/Constructor and conform to that Contractor's Site Specific Health and Safety Plan.

#### 2. WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

- 2.1 The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:
  - 2.1.1 a Workers Compensation Board Rate Statement History;
  - 2.1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
  - 2.1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP. If none is required by law, a copy of a health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Tenderer certifies that it has been sent to the AHJ.
- 2.2 The recommended Tenderer shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3 to 5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next lowest responsive Tenderer.





### 3. PERMITS, NOTIFICATIONS AND SAFETY PLAN

3.1 The Contractor shall provide to the Departmental Representative:

- 3.1.1 prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form, contained herein, as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Departmental Representative; and
- 3.1.2 prior to commencement of work and without limiting the terms of General Instructions to Bidders GI14 and GC4 - Protective Measures GC 4.2
  - 3.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and
  - 3.1.2.2 a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Departmental Representative.

### **WORKERS' COMPENSATION**

It is mandatory that every contractor contracted for work must have an account with the Provincial Worker's Compensation Board/Commission, and coverage shall be extended to cover all employees.



**ADVANCE NOTIFICATION OF CONSTRUCTION PROJECT**

To Provincial Labour Authority:  
This Advance Notification is to advise you that we, the listed contractor, will be undertaking a Federal Construction Project within your jurisdiction for which we are designated the Prime/Principal/General Contractor and that we will be the party responsible for the overall coordination of safety on the construction site.

A pre-construction meeting for this project will be held at (Location) \_\_\_\_\_ on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_. An invitation for a representative of the provincial/territorial authority to attend this meeting is extended. The Site Specific Safety Plan will be reviewed at this meeting. Should you wish to attend please contact the name listed below.

Date:		File Number:	
Contract Amount:		Project Number:	
Business/Legal Name of Employer/Prime Contractor (AB)(BC); Employer/Contractor (SK); Employer/Principal Contractor (MB)(QC)(NF&Labrador)(NT & Nunavet); Employer/Constructor (ON)(NS)(NB)(PE)(YT)			
Mailing Address:		Telephone:	
		Fax Number:	
		Contact Name:	

**PROJECT DETAILS**

Location of Project	
Nature of Work/Process Undertaken	
Name of Site Superintendent	
Contact Number for Superintendant	
Estimated Start Date of Project	
Estimated Project Duration	
Number of Workers to be Employed	

List of Sub-Contractors to be Employed (Use additional Space if Required)

Company Name	Business Address/Location

**OWNER INFORMATION**

Project Owner:	Royal Canadian Mounted Police
Owners Representative:	
Owner Representative Contact Number:	

**Hazardous Regulated Activities**

This is a notification to the Provincial/Territorial Labour Authority of the Hazardous Regulated Activities that are to be undertaken during the project by the Prime/Principal Contractor or Constructor or any sub-contractors. This list may not be inclusive and may be amended from time to time.



Note to Prime/Principal Contractor or Constructor:

Any Hazardous Regulated Activities which are listed must also have elements included in the Site Specific Safety Plan Listing working Procedures for those activities.

Check Box for activities to be undertaken and provide estimated duration of activities in hours/days.

Check	Activity	Estimated Duration
	Working in or with Trenching/Excavation/Tunnels	
	Use of Scaffolding/Swing Stages	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Work in Confined Spaces	
	Blasting and/or use of explosives	
	Use and or exposure to high voltage electrical	
	Hot Work	
	Demolition	
	Use of temporary structures, stairs, ramps or landings, and constructed ladders	
	Use of Heavy Equipment which may/may not require traffic control	
	Working on or near water	
	Working with hazardous substances/regulated products *	
	Working with radiation emitting devices	
	Working with or exposure to Asbestos, PCBs or Lead	

Please list any other hazardous regulated activities, which are not listed, below:

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\* If the work is to occur in an occupied space, as a renovation or a lease fit-up, the Prime/Principal Contractor or Constructor is required to provide copies of MSDSs for all controlled products to the Owner's Representative and to maintain copies on site.



## **DISTRIBUTION**

The Prime/Principal Contractor or Constructor is responsible to ensure proper distribution of this form and must provide proof that the form was sent to the Labour Authority. Work activities cannot commence until such proof has been provided. Proof can be by registered mail receipt, or by providing a copy of a fax transmittal notice, or any other means providing indication that the Labour Authority has received this document:

Original: to applicable provincial/territorial labour authority  
Copies to: RCMP Departments Representative

A copy of this form is to be posted at the project site prior to the commencement of work.

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**NOTE:**

Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information

## **LABOUR AUTHORITY CONTACTS**

The contacts below represent the Labour Authority in the various jurisdictions. They are not representatives of the Workers Compensation. Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

Saskatchewan Labour  
Occupational Health and Safety Division  
6th Floor, 1870 Albert Street  
Regina, SK S4P 3V7  
Attn: Executive Director  
Fax 306-787-2208



**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

(attached to the end of this document)



**ANNEX "E"**

Journeyperson Electrician Certification

Indicate name(s) of Interprovincial Red Seal Journeyperson Electrician(s) in the Offerors' employ and a copy of the license must be provided prior to Standing Offer issuance:

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**ANNEX "F"  
CERTIFICATE OF INSURANCE**

Description and Location of Work				Contract No.		
				Project No.		
Name of Insurer, Broker or Agent    Address (No., Street)    CityProvince    Postal Code						
Name of Insured (Contractor)    Address (No., Street)    CityProvince    Postal Code						
Additional Insured - <b>Her Majesty the Queen in Right of Canada as represented by the Royal Canadian Mounted Police (RCMP)</b>						
Type of Insurance <small>(Required when Checked)</small>	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<input type="checkbox"/> <b>Commercial General Liability</b>				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
<input type="checkbox"/> <b>Umbrella/Excess Liability</b>				\$		\$
<input type="checkbox"/> <b>Builder's Risk/ Installation Floater</b>				\$		
<input type="checkbox"/> <b>Pollution Liability</b>				<input type="checkbox"/> Per Incident \$	<input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/> <b>Marine Liability</b>				\$		
<input type="checkbox"/> <b>Aviation Liability</b>				<input type="checkbox"/> Per Incident \$	<input type="checkbox"/> Per Occurrence	Aggregate \$
<input type="checkbox"/> <b>Other Liability</b>				\$		
<p><b>I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.</b></p>						
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)				Telephone Number		
Signature				Date D / M / Y		



<p><b>General</b></p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Royal Canadian Mounted Police (RCMP).</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days' notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p><b>Commercial General Liability</b></p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> <li>a) Blasting.</li> <li>b) Pile driving and caisson work.</li> <li>c) Underpinning.</li> <li>d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li> </ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> <li>a) <b>\$5,000,000</b> Each Occurrence Limit;</li> <li>b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li> <li>c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li> </ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits</p>	<p><b>Builder's Risk / Installation Floater</b></p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2</a>).</p>
<p><b>Contractors Pollution Liability</b></p> <p>The policy must have a limit usual for a contract of this nature, but not less than <b>\$1,000,000</b> per incident or occurrence and in the aggregate.</p>	<p><b>Marine Liability</b></p> <p>The insurance coverage must be provided by a Protection &amp; Indemnity (P&amp;I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection &amp; Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the Marine Liability Act, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p>	<p><b>Aviation Liability</b></p> <p>The insurance coverage shall Include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than <b>\$5,000,000</b> per incident or occurrence and in the aggregate.</p>





**ANNEX “G”**

**INTEGRITY FORM - BIDDER’S INFORMATION**

As per the new Integrity Regime within the Federal Government the following information is required from all vendors prior to contract award.

**Certifications Precedent to Contract Award and Additional Information**

*The certifications and additional information listed below should be submitted with the quote 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 vendor 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 quote to be non-responsive.*

**Integrity Provisions – Required Documentation**

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

Individual                       Corporation                       Joint Venture

Legal Business Name: \_\_\_\_\_

Alternate Name: \_\_\_\_\_  
(Name that your company is operating under if different from Legal Business Name.)

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

GST or Business # \_\_\_\_\_

The entire BN or GST has 15 characters. (ex: 123456789 RT0001)

If no GST or Business #, provide your SIN # \_\_\_\_\_

Complete list of name(s) of Board of Directors or Owners, as applicable:

Complete Name	Please indicate if they are a Board of Director or Owner:



Government of Canada / Gouvernement du Canada

SRCL # 2015-111183A

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

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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction <b>NWR, Depot Academy, Regina, SK</b>
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
To fulfill the standing offer agreement for a journeymen electrician for the RCMP Training Academy, F Division and The Forensic Lab in Regina, SK

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

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

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

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

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

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

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

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

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

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

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





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

**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 checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : Facility Access with escort - level 2

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



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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÉS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
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?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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