



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

Bid Receiving/Réception des soumissions

**RCMP "H" Division HQ  
RCMP Mailstop # H-066  
80 Garland Avenue  
DARTMOUTH, NS B3B 0A7**

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes individuelle régionale (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> Vehicle Equipment Installation and Removal Services and Vehicle Storage in PEI (L Division)		<b>Date</b> February 15, 2017
<b>Solicitation No. – N° de l'invitation</b> <b>M400076086</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 PM	AST (Atlantic Standard Time) HNE (heure normale de l'Atlantique)
<b>On / le :</b>	March 28, 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>  Chris Restin Chris.restin@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 902-720-5105	<b>Facsimile No. – No. de télécopieur</b> 902-426-7136	

<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

### **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

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

- 3.1. Offer Preparation Instructions

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

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 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
- 7.14. Applicable Laws

## **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. Invoicing Instructions
- 7.7. Insurance Requirements
- 7.8. *SACC Manual* Clauses

List of Annexes:

**Attachment A – Installation and Removal of Emergency and Communications Equipment  
in RCMP Vehicles and Storage of RCMP Vehicles at Prince Edward Island**

**APPENDIX A – STATEMENT OF WORK**

**APPENDIX B – STORAGE COMPOUND**

**APPENDIX C – STANDARD INSTALLATION EQUIPMENT**

**APPENDIX D – REMOVAL OF EQUIPMENT**

**APPENDIX E – BASES OF PAYMENT PRICE FOR INDIVIDUAL EQUIPMENT INSTALL/REMOVAL**

**APPENDIX F – BASIS OF PAYMENT JOCKEY SERVICE AND VEHICLE STORAGE**

**APPENDIX G - MANDATORY REQUIREMENTS RELATING TO THE PROPOSAL**

**APPENDIX H - SECURITY REQUIREMENT CHECK LIST (SRCL)**

## **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: includes the certifications 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 Requirement, Statement of Work, Basis of Payment, Security Requirement Check List (SRCL) and Standing Offer Reporting.

### **1.2 Summary**

To provide labour, certain materials, and supervision necessary to install and remove police emergency equipment, safety equipment, and radio/communication equipment on Royal Canadian Mounted Police (RCMP) vehicles on an “if and when” requested basis, over a twelve-month period, for the Province of Prince Edward Island in accordance with the terms and conditions and the Scope of Work as detailed within this document or directed by the Atlantic Region Fleet Manager or Site Authority of the RCMP “L” Division, Prince Edward Island.

To provide an outdoor storage compound located on site of Contractor’s installation facility in Prince Edward Island within a 50 kilometer radius of Charlottetown, PE that has the capacity to store a minimum of fifteen (15) Royal Canadian Mounted Police (RCMP) vehicles at any one time. The number of vehicles requiring storage will fluctuate.

In conjunction with the criteria outlined in this proposal, Standing Offer award will be based on capacity, turn-around time to deliver the service, best price and storage availability.

It is estimated that **20** vehicles will be equipped per 12 month period and that 20 vehicles will be de-equipped over the same period.

The Period of Standing Offer will be for 12 months from date of award, with two (2) additional twelve months options to extend.

### **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.

## **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: 60 days  
Insert: 120 days

#### **2.1.1 SACC Manual Clauses**

##### **Canadian Content Definition**

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada".(Consult [Annex 3.6](#) (9) of the *Supply Manual*.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by

more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
  - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).  
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

## 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.

Tenders must be submitted in a sealed envelope clearly marked: "Tender for Vehicle Equipment Installation and Storage; Solicitation Number: M400076086" to the attention of Chris Restin, Procurement Officer, Procurement & Contracting.

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

## 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 Prince Edward Island.

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.

## 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 (2 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 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 requirements and how they will carry out the Work.

The technical bid consists of the following:

- a. Completed and signed RFSO cover page;
- b. Descriptive literature to substantiate compliancy to the mandatory requirements found in Annex E.

#### Section II: Financial Offer

Offerors must submit their financial offer in accordance with "Annexes C, D, E, and F. The total amount of Applicable Taxes **not** included.

### **3.1.2 Exchange Rate Fluctuation**

C3011T 2013-11-06, Exchange Rate Fluctuation

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **3.1.1 Offeror's Proposed Site(s) or Premises Requiring Safeguarding Measures**

As indicated in Part 6 under Security Requirements, the Offeror must provide the full address(es) of the Offeror's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

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

City, Province: \_\_\_\_\_

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

#### **3.1.2 Industrial Security Program**

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## **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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory criteria are outlined in Appendix A to Appendix H.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause M0220T (2013-04-25), Evaluation of Price



## 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 in Appendixes A to H to be declared responsive. The responsive offers with the lowest evaluated prices will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

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. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, 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 may render the Offer non-responsive, may 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

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Standing Offer Authority and to provide the certifications 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.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

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](#)" 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 (To be identified by bidder)

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 (To be identified by bidder)**

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.

#### **5.1.3.2 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

(  ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

##### **5.1.3.2.1 Canadian Content Definition**

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that

satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult [Annex 3.6](#) (9) of the *Supply Manual*.)

2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
  - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).  
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

## 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;
  - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;

- (e) the Offeror must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- 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 Contractor must comply with the insurance requirements specified in Part 7, 7.7 Insurance requirements. 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 acquired or maintained by the Contractor is at its own expense and for its own benefit and protection.

The Contractor must provide a Certificate of Insurance from an insurance broker or an insurance company licensed to operate in Canada stating that the Contractor, if awarded a contract as a result of the bid solicitation, can be insured in compliance with the requirements specified in Part 7B, Section 7. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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 fulfill the requirement in accordance with the Statement of Work at Appendix A.

#### **7.2 Security Requirements**

**7.2.1** The following security requirements apply and form part of the Standing Offer. Refer to the Security Requirements Check List – Appendix H.

#### **7.2.2 Offeror's Site(s) or Premises Requiring Safeguarding**

Refer to the Requirement and Statement of Work (Appendixes A to G) and the Security Requirements Check List (Appendix H).

**7.2.2.1** The Offeror must diligently maintain up-to-date, the information related to the Offeror's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following addresses:

Street Address: \_\_\_\_\_  
City, Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**7.2.2.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and individual(s) hold a valid security clearance at the required level.

#### **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>) 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 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "G". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

## **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 **(to be determined at award)** inclusive.

### **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 two additional (2), twelve (12) month 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.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Chris Restin  
Title: Procurement Officer  
Royal Canada Mounted Police  
Procurement and Material Management  
Address: RCMP "H" Division HQ  
RCMP Mailstop # H-066  
80 Garland Avenue  
DARTMOUTH, NS B3B 0A7  
Telephone: 902-720-5105  
Facsimile: 902-426-7136  
E-mail address: [chris.restin@rcmp-grc.gc.ca](mailto:chris.restin@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**

Name of Authorized Representative: \_\_\_\_\_

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

Operating Name (if different than the above-stated name): \_\_\_\_\_

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

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

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.7 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer:

- For a Call Up valued over \$10k: The RCMP Contracting Authority listed herein.
- For a Call Up valued under \$10k: Fleet Managers, RCMP Atlantic Region Transport Services.

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

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

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

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

### **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_, (to be inserted prior to issuance, GST and HST 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 three (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 wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the 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) the general conditions 2035 (2016-04-04);
- e) Appendix A, Statement of Work;
- f) Appendix B, Storage Compound;
- g) Appendix C, Standard Installation Equipment;
- h) Appendix D, Removal of Equipment;
- i) Appendix E, Price for Individual Equipment Install/Removal
- j) Appendix F, Basis of Payment Jockey Service and Vehicle Storage
- k) Appendix G, Mandatory Requirements relating to the proposal
- l) Appendix H, Security Requirements Check List
- m) the Offeror's offer dated \_\_\_\_\_ (*to be inserted upon standing offer award*).

## 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

### 7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO).

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. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### **7.13.2 SACC Manual Clauses**

- M3020C (2010-01-11) Status and Availability of Resources
- M3060C (2008-05-12) Canadian Content Certification
- M3000C (2006-08-15) Price Lists
- M3800C (2006-08-15) Estimates

#### **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 Prince Edward Island.

### **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.

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

#### **7.2 Standard Clauses and Conditions**

##### **7.2.1 General Conditions**

##### **7.2.2 SACC Manual Clauses**

- A9039C (2008-05-12) Salvage
- A9068C (2010-01-11) Government Site Regulations

#### **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**

The contractor will be paid in accordance with the Basis of Payment (Appendix B).

### **7.5.1 Basis of Payment**

### **7.5.2 Limitation of Price**

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

### **7.5.3 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

### **7.5.4 SACC Manual Clauses**

- A9117C (2007-11-30) Direct Request by Customer Department
- C0504C (2014-06-26) Overtime Work – Fixed Time Rate
- C0710C (2007-11-30) Time and Contract Price Verification
- C0711C (2008-05-12) Time Verification

## **7.6 Invoicing Instructions**

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

7.6.2. The Contractor must distribute the invoices and reports as follows:

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

## **7.7 Insurance Requirements**

### **7.7.1 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Royal Canadian Mounted Police.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

### **7.7.2 Comprehensive Crime Insurance**

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
  - a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$50,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
  - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$50,000.00;
2. The Comprehensive Crime insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct

### **7.7.3 Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
  - f. OPCF/QEF/SEF #4b - Permission to Carry Radioactive Material Endorsement
  - g. OPCF/QEF/SEF #4a - Permission to Carry Explosives
  - h. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire
  - i. OPCF/SEF/QEF #6b - School Bus Endorsement
  - j. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
  - k. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
    - i. 8 to 12 Passengers: \$5,000,000
    - ii. 13 or more Passengers: \$8,000,000
  - l. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
  - m. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.

#### 7.7.4 Garage Automobile Liability Insurance

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the insured including Collision or Upset and Comprehensive Damage (including open lot theft).
  - c. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - d. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**Attachment “A” to  
Installation and Removal of Emergency and Communications Equipment  
in RCMP Vehicles and Storage of RCMP Vehicles at Prince Edward Island**

**Statement of Work**

**REQUIREMENT**

To provide labour, certain materials, and supervision necessary to install and remove police emergency equipment, safety equipment, and radio/communication equipment on Royal Canadian Mounted Police (RCMP) vehicles on an “if and when” requested basis, over a twelve-month period, for the Province of Prince Edward Island in accordance with the terms and conditions and the Scope of Work as detailed within this document or directed by the Atlantic Region Fleet Manager or Site Authority of the RCMP “L” Division, Prince Edward Island.

To provide an outdoor storage compound located on site of Contractor’s installation facility in Prince Edward Island within a 50 kilometer radius of Charlottetown, PE that has the capacity to store a minimum of fifteen (15) Royal Canadian Mounted Police (RCMP) vehicles at any one time. The number of vehicles requiring storage will fluctuate.

In conjunction with the criteria outlined in this proposal, Standing Offer award will be based on capacity, turn-around time to deliver the service, best price and storage availability.

It is estimated that **20** vehicles will be equipped per 12 month period and that 20 vehicles will be de-equipped over the same period.

**Period of Standing Offer:**

12 months from date of award, with two (2) additional twelve months options to extend.

**Statement of Work: See Appendix “A”**

**Storage Compound Spec.: See Appendix “B”**

**Basis of Payment Installation of Equipment Flat Rate: See Appendix “C”.**

**Basis of Payment Removal of Equipment Flat Rate: See Appendix “D”**

**Basis of Payment of Hourly Labour Rate and Parts Discount: See Appendix “E”**

**Basis of Payment Jockey Service and Vehicle Storage: See Appendix “F”**

**Mandatory Requirements Relating to the Proposal: See Appendix “G”**

**SECURITY CONDITIONS WHICH WILL BE REQUIRED FROM THE SUCCESSFUL CONTRACTOR:**

1. **Security Clearance:** Security Clearances will be conducted on contractor's personnel who will be responsible for discharging the duties required herein. Security Clearances to the level of "**RCMP Facility Access 4**" on the contractor and the contractor's personnel will be required by the RCMP.

2. **Vehicle Storage:** Provide a storage compound that has the capacity to store a minimum of fifteen (15) vehicles at any one time. The number of vehicles requiring storage will fluctuate.

Storage compound must conform to specifications outlined in "Appendix B".

Inventory: A vehicle inventory list will be provided by the contractor on a monthly basis. This list will be completed by the contractor and submitted electronically or faxed to RCMP AR Fleet Section. E-mail address and fax number will be provided upon award of Standing Offer Agreement.

Storage: Inventory will be stored in such a manner as to avoid damage to and loss of the equipment. Vehicles in storage are to be started and moved at least once every two month period. Storage compounds are to be sufficiently cleared of ice and snow so that any vehicle can be made available within three business days at any time. Inventory facilities will be periodically inspected by an RCMP representative.

3. **Stored Equipment:** RCMP emergency and communications equipment will be inventoried and stored in an access controlled area used to store only RCMP equipment.

Inventory: An inventory list will be provided by the contractor on a quarterly basis. This list will be completed by the contractor and submitted electronically or faxed to RCMP AR Fleet Section. E-mail address and fax number will be provided upon award of Standing Offer Agreement

Storage: Inventory will be stored in such a manner as to avoid damage to and loss of the equipment. Inventory facilities will be periodically inspected by an RCMP representative.

4. **Access Controlled Area:** Accessible by the contractor and by security cleared personnel of the contractor and by an RCMP representative.



## **OPTION TO EXTEND STANDING OFFER**

The Contractor grants to Canada the option to extend the term of the Standing Offer by a period of two (2) twelve (12) month periods, under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the contractor at least thirty (30) calendar days prior to the Standing Offer's expiry date.

## **FACILITY REQUIREMENT:**

1. Storage facility to be located on site of Contractor's installation facility within a 50 kilometer radius of Charlottetown, Prince Edward Island.
2. Capability of providing storage for a minimum of fifteen (15) police vehicles. To avoid damaging the new vehicle battery, the contractor must ensure that the battery is disconnected in the vehicles being stored at their location. Vehicles must be moved at least once every two months to avoid flattening of the tires. Lot must be cleared sufficiently of ice and snow so that any vehicle is available within three business days at any time.
3. Storage facility to meet security conditions as outlined in "Appendix B".
4. Capability to complete vehicle equipment installation within the following time frame:  
Marked/Unmarked Police Package Car - within five working days  
Marked/Unmarked Police Package Truck - within five working days  
Unmarked Police Car - within three working days  
Unmarked Police Truck - within three working days  
Speciality vehicles - within seven working days
5. Installation schedules will be provided by RCMP AR Fleet Section on a monthly basis. The installation schedule will specify the expected delivery date for the vehicles listed therein.
6. Vehicle Inventory: The contractor shall complete form 2132 - Vehicle Inspection sheet and submit it electronically or fax it along with the New Vehicle Information Sheet (NVIS) form to RCMP AR Fleet Section upon receipt and inspection of vehicle. A copy of Form 2132 will be provided by RCMP AR Fleet Section upon award of Standing Offer Agreement.  
  
The original NVIS form will be stored in the vehicle glove box.
7. Capability of invoicing on a per-vehicle basis upon completion and inspection of all work and services by an RCMP representative. All services are to be itemized individually on the invoice

## **METHOD OF PAYMENT: Invoice only.**

## **APPENDIX “A”**

### **STATEMENT OF WORK**

#### **TITLE**

Standing Offer for removal and installation of police emergency and safety equipment for the R.C.M. Police in the Province of Prince Edward Island in the Atlantic Region and for the storage of RCMP owned/operated vehicles.

#### **DURATION OF STANDING OFFER**

12 Months from date of issue with two (2) options to extend for an additional twelve month period.

#### **OBJECTIVE**

To enter into a Standing Offer for the supply of labour, materials and supervision necessary to install and remove police emergency and safety equipment in approximately twenty (20) R.C.M. Police cars and trucks on an “if and when requested” basis for the Province of Prince Edward Island, in the Atlantic Region.

**\*\*NOTE: ONLY RCMP APPROVED EQUIPMENT IS TO BE USED ON/IN RCMP VEHICLES. ALL EQUIPMENT MUST BE APPROVED BY THE RCMP AR FLEET SECTION PRIOR TO INSTALLATION\*\***

**\*\*NOTE: THE CONTRACTOR MUST HAVE APPROVAL FROM RCMP AR FLEET SECTION PRIOR TO FABRICATING AND/OR SUPPLYING ANY PRODUCT FOR THE INSTALLATION OF EQUIPMENT IN RCMP OWNED VEHICLES, THIS INCLUDES BUT IS NOT LIMITED TO BRACKETS AND CAGES.**

**THE CONTRACTOR SHALL INSTALL AND REMOVE THE FOLLOWING POLICE EMERGENCY EQUIPMENT AS AND WHEN REQUIRED IN CONSULT WITH RCMP INSTALLATION MANUAL AND/OR MANUFACTURER’S INSTRUCTIONS:**

#### **Decal Package**

The contractor shall install decal package and conspicuity tape on fully marked police vehicles. R.C.M. Police will provide complete decal package for installation.

Removal of all decals including the conspicuity (high visibility) markings with no damage to the vehicle’s paint will be done on an “if and when requested” basis.

## **Base Wiring**

All wiring is to be installed in a neat and orderly manner and be supported by wire ties as required. All installed wiring shall be protected by high temperature nylon loom, rated at 300° Fahrenheit. All installed wiring shall not interfere with or stress manufacturers' wiring. A hole shall be drilled in the vehicle fire wall approximately 1 3/8" in diameter to accommodate lighting and police radio wiring. A grommet shall be used in holes in the vehicle to protect wiring and the hole will be sealed with a silicone sealant.

Wires shall be routed to the trunk/rear of the vehicle using existing wiring track on vehicle's passenger side

In an unmarked vehicle from the battery through the fire wall (grommet to be used) to the console, the contractor shall install two 10 gauge wires, each to have a 20 amp circuit breaker or one 8 gauge wire with a 40 amp circuit breaker.

## **Police Vehicle Light Bar Installation**

Mounting locations will be determined and provided.

The contractor shall lower the vehicle head liner to drill a hole in the roof of the vehicle directly beneath the light bar. A rubber grommet shall be inserted in the hole to protect the light bar cables from damage and sealed with silicone or urethane to prevent water leaks to head liner.

Light bar is to be fastened using light bar manufacturers' mounting hardware.

Marked Pick-Up Truck - The light bar cable shall be routed down either the vehicle "A" or "B" pillar and terminated at the siren controller.

Marked Car / SUV - The light bar cable to be routed down the vehicle "C" pillar and terminated at the siren controller.

## **Additional Lighting**

As determined by RCMP AR Transport, additional lighting may be required and can include:

- headlight flasher
- deck lighting
- directional arrow beacons
- grill lights
- daytime running lamp (DRL) cut out switch
- rear view mirror light kit
- partition mounted alley lights (for slick roof application)
- LED lights
- visor light

### **Headlight Flasher**

The contractor shall install an alternating head light flasher under the hood. This unit will not interfere with vehicle components and wiring. The DRL module will be automatically overridden during head light flasher usage.

### **Rear Deck Lights**

The contractor shall mount rear deck lights as close to the third brake light as possible. These lights must be securely bolted to the rear deck.

### **Directional Arrow Beacons**

The contractor shall install directional arrow beacons on the rear window deck fastened as low as possible but above high mount brake lamp. Where possible, avoid drilling holes through deck panel. Wiring shall terminate at beacon manufacturers' control panel or trunk area as required.

### **Grill Lights**

The contractor shall install grill lights behind or in front the vehicle grill. An alternating flasher may be installed in the engine compartment to activate these lights. This unit shall not interfere with vehicle components, and wiring.

### **Daytime Running Lamps Switching**

The contractor shall install a daytime running lamp cut-out switch to disable the headlamps at users' discretion. If a disable switch is not supported on the multifunction control panel, a small rocker switch should be installed as close to the headlight switch as possible. Disabling lights must not trigger onboard diagnostic trouble codes. An indicator light that warns the driver when the DRL are disabled is required.

### **Rear View Mirror Light Kit**

The contractor shall install the rear view mirror light kit as per manufacturer's instructions. Wiring will be tucked in under the head liner and routed through the passenger side "B" or "C" pillar and is to be connected to the lighting controller.

### **Siren Controller**

The contractor shall install the siren controller. Controllers shall consist of one 3-position slide switch and at least five push button switches.

**\*\*NOTE: All powered police equipment is to be fused as per manufacturer's specifications.**

## **Protective Partition**

The contractor shall install a protective partition in a vehicle as required between the driver and rear passenger compartments. This partition shall be installed as per manufacturer's recommendations. For older partitions still in use, a partition transfer kit will be supplied by the RCMP to facilitate installation. Prior to the installation of the partition some factory installed equipment must be disabled and removed on certain platforms (e.g. roof vent, handles, coat hooks). Installation must be performed as per the RCMP Platform Specific Installation Manual.

For SUV type vehicles, a cargo partition provided by the RCMP shall be installed between rear passenger seat and cargo areas.

## **Gun rack**

The contractor shall install a gun rack on the protective partition as per the RCMP install manual. Wiring should be concealed from view.

## **Disabling of rear door handles/locks and windows.**

The contractor shall disable rear door handles and locks on all vehicles equipped with a rear partition for the transport of prisoners. Windows shall be disabled with the driver maintaining the ability to operate. Changing out the door panel to a more secure version on some platforms, the addition of window barriers and a mechanical emergency door release is done at this point. The door release process must be done very meticulously to ensure the safety of the occupants. Installation must be performed as per the RCMP Platform Specific Installation Manual.

## **REMOVAL OF EMERGENCY EQUIPMENT**

When vehicle life cycle is complete, the contractor shall remove all police equipment without damage to the equipment, vehicle and manufacturer's wiring. RCMP supplied Inventory Sheet will be completed and submitted electronically or faxed to RCMP AR Fleet Section. When removing equipment contractor must also remove all seats and diligently check entire vehicle to ensure no confidential or hazardous materials have been left in the vehicle.

Daytime running lamps will be reconnected. Rear door handles, locks and windows will be re-activated. Secure idle will be disconnected. Contractors must advise AR Fleet Section when a vehicle is received at their location without all seats. AR Fleet Section will locate the seats which must be re-installed prior to disposal.

In consultation with AR Fleet Section, equipment, when required, will be restored. Equipment will be stored until it is to be used on a future install or until it is returned to an RCMP facility for disposal. Decals will be removed on an "as required" basis and will not be part of the standard de-equip.

## **Consistency**

All components and wiring installed in police vehicles shall be located/routed exactly the same on same model vehicles.

All work is to be performed at the contractor's workplace. The contractor shall receive major components supplied by the RCMP Division Warehouse.

The contractor shall supply his/her own tools as well as consumable items such as bolts, screws, wires, connectors, high temperature loom and tie wraps.

## **COMMUNICATIONS EQUIPMENT INSTALLATION**

Communications equipment will be issued by RCMP IT Operations, to be used for replacement of old or damaged equipment and for new vehicle installations. This equipment is to be housed in an access controlled area. The communication equipment includes:

1. radios
2. data modem
3. computer
4. computer mounts
5. antenna
6. card reader
7. printers

### **Console Equipment Mounting**

The contractor shall fabricate brackets to mount the siren, radio and switch panel on the transmission hump of the vehicle when approved by AR RCMP Fleet Section. Care must be taken when utilizing self-tapping screws to prevent excessive lengths of the screw making contact with the drive shaft, vehicle transmission, control heads mounted in dash, wiring and modules.

The contractor will be required to recondition mounting brackets being removed from existing vehicles. This includes: removing toggle switches, terminal strip, tubular filters, fuse block assembly and lighter; cleaning the components, painting the console; reassembly.

### **Computer Mount**

The computer mount is a communications equipment mount, complete with mounting rail, equipment housing and docking station with an adjuster. This mount is supplied by the RCMP and installed in designated vehicles.

The contractor shall install RCMP supplied radio transceiver and RCMP supplied loud hailer/siren units in the mount with docking station/relay box. This includes the installation of the mount in RCMP cars/trucks and any modifications necessary to mount/housing. The contractor shall install the antenna and cable on roof mount. The contractor shall install the loudhailer/siren speaker mounted under the hood or externally.

The contractor will be required to recondition the computer mount. This includes: fuse block assembly, lighter plugs, armrest, wiring; repair switch, lights, wiring. Check docking station for functionality and contact RCMP IT Operations if repairs are required. Clean components, paint if required and reassemble.

### **Auxiliary radio transceivers and RCMP radio transceivers**

RCMP supplied auxiliary transceivers are used for special uses, such as Citizens Band. The RCMP radio transceivers include both trunk mount and front mount units.

The contractor shall install an auxiliary radio transceiver in installed computer mount for RCMP car/trucks. This includes any modifications necessary to mount/housing.

### **Telecommunications Antennas**

All radio antennas will be provided by IT Ops and installed by the contractor in RCMP vehicles. Most antennas will be roof mounted. Number and type of antenna to be determined and specified on the work order for vehicle installation. Four (4) will be the maximum number installed on any one vehicle. Installation manual should be consulted for proper antenna spacing.

Unmarked vehicles require low profile disguised antennas and/or glass mount antennas.

### **External Transceiver Speaker**

An external speaker is provided with each radio. It is mounted between the two front seats on the recessed panel portion of the partition.

### **Computer Installation**

The computer mount includes a baseplate to which the computer mount and consoles are attached.

### **Miscellaneous Items**

The contractor shall as required and approved by AR RCMP Fleet and as per manufacturer's instructions:

1. Install RCMP loud hailer/siren unit, undisguised mount (without console or mount), in RCMP cars and trucks.
2. Install one docking station for mobile work station into RCMP cars/trucks, complete with modem/GPS and roof mounted antennas.
3. Install mobile satellite phone and car kit, complete with antenna, in RCMP cars and trucks.
4. Install video incident capture system (Vics) equipment complete with accessories and antenna.
5. Install radar speed metre equipment complete with antenna in RCMP cars and trucks.
6. Install GO Lights as/when required.



## **REMOVAL OF COMMUNICATIONS EQUIPMENT**

When the vehicle life cycle is complete, the contractor shall remove all communications equipment without damage to the equipment, vehicle and manufacturer's wiring. Removal of all items noted above is to include restoration of all wiring and tagging (as directed) and approved by AR RCMP Fleet and RCMP IT Ops. RCMP supplied Inventory Sheets will be completed by contractor and submitted electronically or faxed to RCMP AR Fleet Section and RCMP IT Ops. Equipment will be stored on the contractor's site until it is to be used on a future install or until it is returned to an RCMP facility for disposal.

### **Consistency**

All components and wiring installed in police vehicles will be located/routed exactly the same on same model vehicles.

All work is to be performed at the contractor's workplace. The contractor will receive major components supplied by the RCMP Division Warehouse. Occasionally there may be a requirement to pick up equipment in Charlottetown. The address will be provided on reward of Standing Offer.

The contractor is to supply his/her own tools as well as consumable items such as bolts, screws, wires, connectors, high temperature loom and tie wraps. All bolts, screws, and washers must be cadmium plated to prevent rust.

**\*\*NOTE:** Electronic equipment will not be refurbished by the contractor. Any electronic equipment requiring refurbishing will be returned to RCMP facility. In these instances, the contractor is required to notify AR RCMP Fleet who will provide instruction.

## **PREPARATION OF VEHICLES FOR AUCTION**

The contractor shall provide the Vehicle car code, Vehicle Identification Number and the odometer reading to AR RCMP Fleet which will signify that the vehicle is ready for disposal. The AR RCMP Fleet will arrange for vehicle pick-up and disposal.

Daytime running lamps, rear door handles, locks and windows will be reconnected.

Secure idle will be disconnected.

Contractors must advise AR Fleet Section when a vehicle is received at their location without all seats and consoles. AR Fleet Section will locate the seats which must be re-installed prior to disposal.

Original Certificates of Registration are required to be in every vehicle before release for to GC Surplus.

Contractors must notify the RCMP Fleet Analyst immediately if Certificate of Registration and spare keys are not with vehicles when dropped off for disposal. Diligence must be taken, including removal and reinstallation of all seats, to insure no hazardous or confidential materials remain in the vehicle prior to releasing vehicle to GC Surplus. Contractors must advise the RCMP Fleet Analyst immediately if any materials are found.

### **DELIVERABLES**

The contractor shall provide equipment installation and repair cost sheets for each work order. The contractor shall complete an inventory sheet for RCMP equipment in his/her possession on a quarterly basis.

The contractor shall immediately notify AR RCMP Fleet of any equipment that is damaged or lost while at the contractor's facility.

The contractor shall immediately notify AR RCMP Fleet of any items found in the RCMP vehicles. AR RCMP Fleet will advise on what to do with the found items.

The contractor shall notify AR RCMP Fleet of any equipment that is deemed redundant and provide the AR RCMP Fleet with the vehicle number from which the equipment was taken. The equipment will be sent back to RCMP facility or disposed of as instructed by the RCMP AR Transport

### **GOVERNMENT FURNISHED SUPPORT/EQUIPMENT**

AR RCMP Fleet will provide the contractor with a listing of RCMP vehicles for equipment installation and/or removal on a monthly basis, minimum.

AR RCMP Fleet will provide the contractor with a list of equipment items to be installed or removed on each vehicle.

The RCMP will supply major components and emergency equipment. The components and emergency equipment supplied by the RCMP may be new, used or require refurbishing by the contractor as per direction from RCMP AR Transport.

### **CARE, CONTROL AND CUSTODY**

The contractor is responsible for the care, control and custody of RCMP vehicles and equipment while performing any services pursuant to the terms of the standing offer. Any misuse or abuse of RCMP vehicles and/or equipment could result in immediate withdrawal from the Standing Offer.

## **MANDATORY REQUIREMENTS FOR THE PROVISION OF THE SERVICE**

All work will be fully guaranteed for a period of ninety (90) days. Defects identified during the warranty period will be repaired free of charge. If vehicle has been transferred to a remote location, the contractor is required to provide telephone troubleshooting services in order to resolve warranty issues. If the vehicle is unable to return to the contractor's facility, the contractor will be responsible for the costs incurred to have the defect repaired by another supplier.

Any damage to vehicles or emergency equipment resulting from improper storage of such items will be the responsibility of the contractor to repair or replace in consultation with AR RCMP Fleet Section.

The successful contractor will maintain minimum liability insurance of \$1,000,000 against the loss and/or damage of RCMP property in their care, custody or control pursuant to the terms of the standing offer.

### **DELIVERY: REQUIRED DELIVERY WILL BE STATED ON THE WORK ORDER**

Vehicles considered "on the install schedule" are vehicles for which AR RCMP Fleet have not been notified are ready for service. AR RCMP Fleet must be notified, by the contractor, via e-mail, that vehicles are ready for service. Vehicles cannot be released until authorized by AR RCMP Fleet.

The contractor will ensure only authorized contractor personnel drive RCMP vehicles. All contractor personnel required to drive the RCMP vehicles will have a clean drivers abstract. A driver's abstract for each contractor personnel performing the services will be provided to the AR RCMP Fleet, or designated representative, prior to commencement of service. Any contractor personnel with a poor driving record can be rejected. It is the contractor's responsibility to provide the AR RCMP Fleet or designated representative with this documentation.

All marked vehicles must display a visible "Out of Service" sign, as well as a covering over the light bar which will be supplied upon award of the Standing Offer Agreement.

All installations will be in accordance with Provincial Legislation with respect to the Provincial Highway Act.

All installations will also be in accordance with National/Provincial standards.

All connectors will be soldered and double wall heat shrunk. No cabling or wiring is to be cut. It will be coiled and tied only. Flush cutters to be used for tie wraps.

All dismantling and removal of equipment on RCMP vehicles will be done in the same method that was used in the installation of equipment.

The contractor will have capability to securely store all RCMP owned accessories until they are to be used to complete a vehicle install, returned to RCMP facility or disposed of by the RCMP.

The contractor will have capability to provide all services on site.

### **SERVICE QUALITY REQUIREMENTS**

1. The RCMP may perform any inspection thought necessary to ensure that installations meet the standards described in this specification. The contractor will be promptly notified when the standard for vehicle retrofit has not been met. The contractor will be responsible for jockey service as described herein and rectifying all deficiencies.
2. The battery must be disconnected whenever the contractor is working on any police motor vehicle. This is required in order to prevent discharge of battery, electrical circuits shorting out, fuses blowing and vehicle fires.
3. The contractor must check for wiring/wiring harness, fuel lines, fuel tanks, drive shaft, air bag sensors and coolant lines whenever drilling holes on any police motor vehicle to prevent damage.
4. The contractor must report any damaged part or damaged vehicle to AR RCMP Fleet prior to repairing. The contractor is responsible for any damages due to negligence during the entire period the vehicle is in their custody. No costs for such repairs shall be borne by the RCMP.
5. All RCMP equipment installed by the contractor must be in good operating condition. If it is not, the contractor will notify AR RCMP Fleet immediately.

### **MISCELLANEOUS**

#### **Jockey Service**

The contractor shall, on an as and if required basis, pick vehicles up at dealers in the Charlottetown, Prince Edward Island area and deliver to the contractor's secure compound.

## **APPENDIX “B”**

### **STORAGE COMPOUND**

The contractor is to provide safe storage and maintain the following security features around the storage compound:

1. An eight-gauge chain link fence, not less than 8 feet high with the bottom of the fence not more than 2 inches from the ground and the top secured by an angled one foot extension for extra security.
2. Access by one gate.
3. Sufficient lighting to illuminate vehicles contained therein.

**The secure storage compound will be inspected by an RCMP representative prior to award of Standing Offer.**

**\*\*NOTE: Storage area surface may be gravel or pavement. However, the surface must be in such a condition as to ensure no damage to RCMP owned vehicles.**

## APPENDIX “C”

### STANDARD EQUIPMENT INSTALLATION

#### **Type 1: Basic Marked Police Vehicle - Sedan**

The vehicle will be built in accordance with the RCMP Install Manual plus additional mandatory equipment:

- light bar assembly
- gun rack
- police radio
- all necessary antenna
- security shield (1) one
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- radar
- Mobile Work Station
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- Video Incident Capturing System
- card reader
- printer
- rear window bars
- rear compartment light
- fire extinguisher

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

#### **Estimated Type 1 vehicles per twelve month period: 10**

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Option year (2) two)

**Type 2: Highway Patrol Police Vehicle - Slick/Clean Roof Sedan**

The vehicle will be built in accordance with the RCMP Install Manual plus additional mandatory equipment:

- gun rack
- police radio
- all necessary antenna
- security shield (1) one
- radar
- mirror beam lights
- grill lights
- intersection lights
- alley lights
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- rear deck lights
- Video Incident Capturing System
- card reader
- printer
- Mobile Work Station
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- fire extinguisher
- rear window bars
- rear compartment light

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

**Estimated Type 2 vehicles per twelve month period: 1**

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 1 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 1 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 1 vehicles per twelve month period (Option year (2) two)

**Type 3: Highway Patrol Police Vehicle with Lightbar - Sedan**

The vehicle will be built in accordance with the RCMP Install Manual plus additional mandatory equipment

- light bar assembly
- gun rack
- security shield (1) one
- radar
- police radio
- all necessary antenna
- intersection lights
- alley lights
- grill lighting
- mirror beam lights
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- Video Incident Capturing System
- card reader
- printer
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- rear window bars
- rear compartment light
- fire extinguisher

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

**Estimated Type 3 vehicles per twelve month period: 1**

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 1 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 1 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 1 vehicles per twelve month period (Option year (2) two)



**Type 4: Marked Truck/SUV**

- light bar assembly
- siren controller unit, siren and siren speaker
- head light flashers
- computer mount
- corner strobes/power package and/or vertex lights
- rear deck lighting
- grill lights
- power distribution unit
- console or dash-mount unit
- Video Incident Capturing System
- card reader
- printer
- radar
- gun rack
- security shield (1) one
- rear cargo shield
- police radio
- all necessary antenna
- base wiring
- secure idle
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- rear window bars
- dome light
- rear compartment light
- fire extinguisher

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

**Estimated Type 4 vehicles per twelve month period: 3**

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 3 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 3 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 3 vehicles per twelve month period (Option year (2) two)

**Type 5: Unmarked Surveillance Car/SUV/Truck**

- police radio
- siren
- headlight flasher
- 4 corner led lighting
- hard wired visor light
- base wiring
- controller / switch box
- all necessary antenna
- gun box
- fire extinguisher

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

**Estimated Type 5 vehicles per twelve month period: 5**

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 5 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 5 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 5 vehicles per twelve month period (Option year (2) two)

## APPENDIX “D”

### REMOVAL OF EQUIPMENT

#### **Type 1: Basic Marked Police Vehicle - Sedan**

- light bar assembly
- headlight flashers
- computer mount
- corner strobes and power supplies and/or vertex lights
- shotgun rack
- security shield (1) one
- police radio
- cell phone/hands free kit
- all necessary antenna
- Video Incident Capturing System
- card reader
- printer
- radar
- base wiring
- trunk tray
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- secure idle – disconnected
- window bars
- rear compartment light
- reactivate rear door and window locks
- fire extinguisher

**Contractor will charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.**

**Estimated Type 1 vehicles per twelve month period: 10**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Option year (2) two)

**Type 2: Highway Patrol Police Vehicle - Slick/Clean Roof Sedan**

- headlight flashers
- computer mount
- shotgun rack
- corner strobes and power supplies and/or vertex lights
- security shield (1) one
- police radio
- cell phone/hands free kit
- all necessary antenna
- Video Incident Capturing System
- card reader
- printer
- radar
- base wiring
- trunk tray
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- secure idle – disconnected
- window bars
- rear compartment light
- reactivate rear door and window locks
- fire extinguisher

**Contractor will charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.**

**Estimated Type 2 vehicles per twelve month period: 1**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
1 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
1 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
1 vehicles per twelve month period (Option year (2) two)

**Type 3: Highway Patrol Police Vehicle with Lightbar - Sedan**

- light bar assembly
- headlight flashers
- computer mount
- corner strobes and power supplies and/or vertex lights
- shotgun rack
- security shield (1) one
- police radio
- cell phone/hands free kit
- all necessary antenna
- Video Incident Capturing System
- card reader
- printer
- radar
- base wiring
- radar
- trunk tray
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- secure idle – disconnected
- window bars
- rear compartment light
- reactivate rear door and window locks
- fire extinguisher

**Contractor will charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.**

**Estimated Type 3 vehicles per twelve month period: 1**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
1 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
1 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
1 vehicles per twelve month period (Option year (2) two)

**Type 4: Marked Truck/SUV**

- light bar assembly
- siren controller unit, siren and siren speaker
- head light flashers
- computer mount
- corner strobes/power package and/or vertex lights
- rear deck lighting
- grill lights
- power distribution unit
- console or dashmount unit
- shotgun rack
- security shield (1) one
- rear cargo shield
- police radio
- cell phone/hands free kit
- all necessary antenna
- Video Incident Capturing System
- card reader
- printer
- radar
- base wiring
- secure idle – disconnected
- window bars
- rear compartment lock
- reactivate rear door and window locks
- fire extinguisher

**Contractor will charge a flat rate for the removal of the above equipment, including all associated hardware and wiring.**

**Estimated Type 4 vehicles per twelve month period: 3**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
3 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
3 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
3 vehicles per twelve month period (Option year (2) two)

**Type 5: Unmarked Surveillance Car/SUV/Truck**

- police radio
- siren
- headlight flasher
- 4 corner led lighting
- hard wired visor light
- base wiring
- controller / switch box
- all necessary antenna
- gun box
- fire extinguisher

**Contractor will charge a flat rate for the removal of the above equipment, including all associated hardware and wiring.**

**Estimated Type 5 vehicles per twelve month period: 5**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
5 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
5 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
5 vehicles per twelve month period (Option year (2) two)

## APPENDIX "E"

### BASIS OF PAYMENT

#### PRICE FOR INDIVIDUAL EQUIPMENT INSTALL/REMOVAL

##### **Year One**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, **at the request of the AR RCMP Fleet Project Authority only.**

Estimated 20 hours x \$\_\_\_\_\_/hour = \$\_\_\_\_\_

All products and materials used on all RCMP installations and removals will invoiced at the Contractor's wholesale cost plus a 10 percent mark-up.

##### **Option Year One**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, **at the request of the AR RCMP Fleet Project Authority only**

Estimated 20 hours x \$\_\_\_\_\_/hour = \$\_\_\_\_\_

All products and materials used on all RCMP installations and removals will invoiced at the Contractor's wholesale cost plus a 10 percent mark-up.

##### **Option Year Two**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, **at the request of the AR RCMP Fleet Project Authority only**

Estimated 20 hours x \$\_\_\_\_\_/hour = \$\_\_\_\_\_

All products and materials used on all RCMP installations and removals will invoiced at the Contractor's wholesale cost plus a 10 percent mark-up.



## **APPENDIX “F”**

### **BASIS OF PAYMENT JOCKEY SERVICE AND VEHICLE STORAGE**

#### **JOCKEY SERVICE:**

Drop off and pick-up vehicle at dealers in the Charlottetown, Prince Edward Island area. Pick up vehicles at dealers in the Charlottetown, Prince Edward Island area and delivery to the contractor’s secure compound.

#### **YEAR 1**

Drop off and pick-up vehicle at dealers in the Charlottetown, Prince Edward Island area.

\$\_\_\_\_\_ per vehicle round trip

Vehicle delivery to auction site in the Charlottetown, Prince Edward Island area

\$\_\_\_\_\_ per vehicle

#### **OPTION YEAR 1**

Drop off and pick-up vehicle at dealers in the Charlottetown, Prince Edward Island area

\$\_\_\_\_\_ per vehicle round trip

Vehicle delivery to auction site in the Charlottetown, Prince Edward Island area

\$\_\_\_\_\_ per vehicle

#### **OPTION YEAR 2**

Drop off and pick-up vehicle at dealers in the Charlottetown, Prince Edward Island area

\$\_\_\_\_\_ per vehicle round trip

Vehicle delivery to auction site in the Charlottetown, Prince Edward Island area

\$\_\_\_\_\_ per vehicle

## **VEHICLE STORAGE**

### **YEAR 1**

\$\_\_\_\_\_ per vehicle per month. 15 days or less, pro-rated at a per diem rate for that month.

### **OPTION YEAR 1**

\$\_\_\_\_\_ per vehicle per month. 15 days or less, pro-rated at a per diem rate for that month.

### **OPTION YEAR 2**

\$\_\_\_\_\_ per vehicle per month. 15 days or less, pro-rated at a per diem rate for that month.

## **APPENDIX “G”**

### **MANDATORY REQUIREMENTS RELATING TO THE PROPOSAL**

The following mandatory requirements must be met in order for the bidder to be given any further consideration. Failure to meet any of the mandatory requirements as stated below will result in your bid being declared non-compliant. All correspondence requested below (as applicable) must be submitted with your bid in order to deem your offer responsive. Failure to provide the requested information will deem your offer non-responsive.

1. The bidder must certify that all of the people doing the installation of the electronic equipment:
  - be an electronics technician or show they have a minimum of two years' experience and knowledge required to install and test the installed equipment.
  - have knowledge of automotive electrical systems and knowledge of the basic structure/location of vehicle mechanical systems to ensure no systems are damaged or compromised during the installation of police equipment.
2. The bidder must show experience in the installation of lighting and communication equipment on commercial vehicles. (Provide evidence with the bid) This can be met with two (2) references from non-RCMP clients who have had lighting and communication equipment installed. References will be contacted.
3. The bidder must provide with bid an organizational chart showing the names and titles of the manger and all employees who will be working on the installation of equipment for RCMP vehicles.
- 4.. The bidder must certify compliance with the terms and conditions of the proposal and Statement of Work herein.

**APPENDIX “H”**

**SECURITY REQUIREMENT CHECK LIST (SRCL)**