



**RETURN BID TO/ RETOURNER LES  
SOUSSIONS À :**

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

Bid Receiving Unit is open from Monday to Friday  
inclusively, between the hours of 07:30 to 15:00,  
excluding Statutory Holidays.

Agence des services frontaliers du Canada  
Secteur de réception des soumissions  
2405 St-Laurent Unit H  
Ottawa, ON K1A 0L8  
(613) 941-6034

La Réception des soumissions est ouverte du lundi  
au vendredi inclusivement, entre les heures de 7h30  
à 15h00, à l'exclusion des jours fériés

**Request for Proposal**

**Demande de proposition**

**Proposal to: Canada Border Services Agency  
(CBSA)**

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 à: l'Agence des services  
frontaliers du Canada (ASFC)**

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 — Commentaires :**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT — LE PRÉSENT  
DOCUMENT COMPORTE UNE EXIGENCE  
EN MATIÈRE DE SÉCURITÉ**

Issuing Office – Bureau de distribution

Canada Border Services Agency – Agence des services  
frontaliers du Canada  
355 North River Road – 355 Rue North River  
17<sup>th</sup> Floor – 17<sup>ème</sup> étage  
Ottawa ON  
K1A 0L8

|  |                                |
|--|--------------------------------|
| Title — Sujet:<br><b>Armoured Car Services</b>             |                                |
| Solicitation No. — N° de l'invitation<br><b>1000331899</b> | Date:<br><b>March 13, 2017</b> |

|   |   |
|---|---|
| Solicitation Closes —<br>L'invitation prend fin | Time Zone —<br>Fuseau horaire   |
| At /à: <b>11:00 AM</b><br>(hours/heures)        | <input type="checkbox"/> EST(Eastern Standard Time) /<br>HNE (heure normale de l'Est)                   |
| On / le: <b>April 3, 2017</b>                   | <input checked="" type="checkbox"/> EDT(Eastern Daylight Saving Time) /<br>HAE (heure avancée de l'Est) |

F.O.B. — F.A.B.  
**Plant-Usine:**  **Destination:**  **Other — Autre:**

Address Enquiries to — Adresser toutes questions à:  
**Nancy Cleroux**  
[CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

|  |                               |
|--|-------------------------------|
| Telephone No. – No de téléphone<br><b>343-291-5727</b> | FAX No. – No de télécopieur : |
|--|-------------------------------|

Destination - of Goods and or Services:  
Destination – des biens et ou services :

Canada Border Services Agency (CBSA) — Agence des services frontaliers du Canada  
(ASFC)

**Instructions:** See Herein — Voir aux présentes

|   |                                       |
|---|---------------------------------------|
| Delivery Required — Livraison<br>exigée | Delivery Offered — Livraison proposée |
| See herein — voir aux présentes         |                                       |

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

|                                  |                               |
|----------------------------------|-------------------------------|
| Telephone No. – No de téléphone: | FAX No. – No de télécopieur : |
|----------------------------------|-------------------------------|

Name and title of person authorized to sign on behalf of Vendor/Firm  
(type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de  
l'entrepreneur (taper ou écrire en caractères d'imprimerie)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements and the Authorization Form.

### **2. Summary**

The Canada Border Services Agency requires armoured car services, to provide for the pick-up of negotiable and non-negotiable monetary instruments from various Canada Border Ports of entry located in the Lower Mainland, British Columbia, Canada and delivery to various Clearing Centres in Vancouver

The initial period of the contract is from contract award to March 31, 2018, with an option to extend the contract for three (3) additional one (1) year periods.

There are no security requirements for this requirement. All personnel will be accompanied when they are on the property of the CBSA.

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

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 calendar days

### 2. Submission of Bids

Bids must be submitted only to Canada Border Services Agency, Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by e-mail or facsimile to CBSA will not be accepted.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



#### **4. Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

#### **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### **6. Applicable Laws**

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

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

- Section I:      Technical Bid (1) hard copy) and or (3) soft copies.
- Section II:     Financial Bid (1) hard copy.
- Section III:    Certifications (1) hard copy.
- Section IV:    Additional Information (1) hard copy.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **2. Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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



### **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed at attachment 2 to Part 4. The total amount of Applicable Taxes should be shown separately.

### **Section III: Certifications**

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

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

In Section IV of their bid, Bidders should provide:

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



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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **2. Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

### **3. Financial Evaluation**

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed at attachment 2 to Part 4.

### **4. Basis of Selection**

#### **Lowest Evaluated Price**

To be declared responsive, a bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



### ATTACHMENT 1 to PART 4, TECHNICAL EVALUATION CRITERIA

The bid must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance.

Any bid which fails to meet the following Mandatory Requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.

| MR #      | Mandatory Requirement  | Bid Preparation Instructions   |
|-----------|--|--|
| <b>M1</b> | The Bidder <b>must</b> have a Federal Firearms Business License.   | To demonstrate compliance, the Bidder <b>must</b> submit a valid copy of their Federal Firearms Business License.<br><br>If not provided with the bid, the Bidder must provide a copy of the license upon request and in the timeframe stated by the Contracting Authority.                                    |
| <b>M2</b> | The Bidder <b>must</b> have a Security Business License.   | To demonstrate compliance, the Bidder <b>must</b> submit a valid copy of their Security Business License.<br><br>If not provided with the bid, the Bidder must provide a copy of the license upon request and in the timeframe stated by the Contracting Authority.  |
| <b>M3</b> | The Bidder <b>must</b> have a minimum of five (5) years of experience in the last eight (8) years of bid closing providing armoured vehicle(s) services. | To demonstrate experience, the Bidder must provide the following:<br>a) name of client(s) to which services were provided;<br>b) for each client, the period of time (including months and year) during which services were provided; and<br>c) for each client, a description of services that were provided. |



**ATTACHMENT 2 to PART 4,  
PRICING SCHEDULE**

Bidders must submit their financial bid in accordance with the price schedule described below. The total amount of applicable taxes should be reported separately.

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

**Initial Contract Period**  
(Date of Contract Award) to March 31, 2018

| <b>Pick-up Site</b>   | <b>Estimated Pick-ups per year</b><br><b>A</b> | <b>Contract Period Firm All-Inclusive Price per Pick-up</b><br><b>B</b> | <b>Extended Price (\$) GST/HST extra</b><br><b>A x B = C</b> |
|---|--|---|--|
| Site 1 – Port Douglas <b>to</b> Intria Clearing Center  | 250  | \$  | \$   |
| Site 2 – Pacific Highway <b>to</b> Intria Clearing Center   | 250  | \$  | \$   |
| Site 3 – Abbotsford-Huntingdon <b>to</b> Intria Clearing Center   | 250  | \$  | \$   |
| Site 4 –Vancouver International airport <b>to</b> Intria Clearing Center  | 250  | \$  | \$   |
| Site 5 – Air Cargo <b>to</b> Intria Clearing Center   | 250  | \$  | \$   |
| Site 6 – Metro Vancouver District <b>to</b> Intria Clearing Center  | 250  | \$  | \$   |
| Site 7 – Aldergrove <b>to</b> Intria Clearing Center  | 200  | \$  | \$   |
| Site 8 – Port of Boundary Bay <b>to</b> Bank of Montreal  | 150  | \$  | \$   |
| Site 9 - CBSA Port of Douglas <b>to</b> Bank of Montreal  | 150  | \$  | \$   |
| <b>Total Evaluated Price for Initial Contract Period (excluding taxes)</b><br><b>(C1+C2+C3+C4+C5+C6+C7+C8+C9)</b> |  |   | <b>\$</b>  |



**Contract Period – Option period year 1**

April 1, 2018 to March 31, 2019

| <b>Pick-up Site</b>   | <b>Estimated Pick-ups per year</b><br><b>A</b> | <b>Contract Period Firm All-Inclusive Price per Pick-up</b><br><b>B</b> | <b>Extended Price (\$) GST/HST extra</b><br><b>A x B = C</b> |
|---|--|---|--|
| Site 1 – Port Douglas <b>to</b> Intria Clearing Center  | 250  | \$  | \$   |
| Site 2 – Pacific Highway <b>to</b> Intria Clearing Center   | 250  | \$  | \$   |
| Site 3 – Abbotsford-Huntingdon <b>to</b> Intria Clearing Center   | 250  | \$  | \$   |
| Site 4 –Vancouver International airport <b>to</b> Intria Clearing Center                                  | 250  | \$  | \$   |
| Site 5 – Air Cargo <b>to</b> Intria Clearing Center   | 250  | \$  | \$   |
| Site 6 – Metro Vancouver District <b>to</b> Intria Clearing Center  | 250  | \$  | \$   |
| Site 7 – Aldergrove <b>to</b> Intria Clearing Center  | 200  | \$  | \$   |
| Site 8 – Port of Boundary Bay <b>to</b> Bank of Montreal  | 150  | \$  | \$   |
| Site 9 - CBSA Port of Douglas <b>to</b> Bank of Montreal  | 150  | \$  | \$   |
| <b>Total Evaluated Price for Option Period 1 (excluding taxes)</b><br><b>(C1+C2+C3+C4+C5+C6+C7+C8+C9)</b> |  |   | \$   |



**Contract Period – Option period year 2  
April 1, 2019 to March 31, 2020**

| <b>Pick-up Site</b>   | <b>Estimated<br/>Pick-ups per<br/>year<br/><br/>A</b> | <b>Contract Period<br/>Firm All-Inclusive<br/>Price<br/>per Pick-up<br/>B</b> | <b>Extended<br/>Price (\$) <br/>GST/HST extra<br/><br/>A x B = C</b> |
|---|---|---|--|
| Site 1 – Port Douglas <b>to</b> Intria Clearing Center  | 250   | \$  | \$   |
| Site 2 – Pacific Highway <b>to</b> Intria Clearing Center   | 250   | \$  | \$   |
| Site 3 – Abbotsford-Huntingdon <b>to</b> Intria Clearing Center                                     | 250   | \$  | \$   |
| Site 4 –Vancouver International airport <b>to</b> Intria Clearing Center                            | 250   | \$  | \$   |
| Site 5 – Air Cargo <b>to</b> Intria Clearing Center   | 250   | \$  | \$   |
| Site 6 – Metro Vancouver District <b>to</b> Intria Clearing Center                                  | 250   | \$  | \$   |
| Site 7 – Aldergrove <b>to</b> Intria Clearing Center  | 200   | \$  | \$   |
| Site 8 – Port of Boundary Bay <b>to</b> Bank of Montreal  | 150   | \$  | \$   |
| Site 9 - CBSA Port of Douglas <b>to</b> Bank of Montreal  | 150   | \$  | \$   |
| <b>Total Evaluated Price for Option Period 2 (excluding taxes)<br/>(C1+C2+C3+C4+C5+C6+C7+C8+C9)</b> |   |   | <b>\$</b>  |



**Contract Period – Option period year 3  
April 1, 2020 to March 31, 2021**

| <b>Pick-up Site</b>   | <b>Estimated Pick-ups per year<br/>A</b> | <b>Contract Period Firm All-Inclusive Price per Pick-up<br/>B</b> | <b>Extended Price (\$) GST/HST extra<br/>A x B = C</b> |
|---|--|---|--|
| Site 1 – Port Douglas <b>to</b> Intria Clearing Center  | 250                                      | \$  | \$   |
| Site 2 – Pacific Highway <b>to</b> Intria Clearing Center   | 250                                      | \$  | \$   |
| Site 3 – Abbotsford-Huntingdon <b>to</b> Intria Clearing Center                                     | 250                                      | \$  | \$   |
| Site 4 –Vancouver International airport <b>to</b> Intria Clearing Center                            | 250                                      | \$  | \$   |
| Site 5 – Air Cargo <b>to</b> Intria Clearing Center   | 250                                      | \$  | \$   |
| Site 6 – Metro Vancouver District <b>to</b> Intria Clearing Center                                  | 250                                      | \$  | \$   |
| Site 7 – Aldergrove <b>to</b> Intria Clearing Center  | 200                                      | \$  | \$   |
| Site 8 – Port of Boundary Bay <b>to</b> Bank of Montreal  | 150                                      | \$  | \$   |
| Site 9 - CBSA Port of Douglas <b>to</b> Bank of Montreal  | 150                                      | \$  | \$   |
| <b>Total Evaluated Price for Option Period 3 (excluding taxes)<br/>(C1+C2+C3+C4+C5+C6+C7+C8+C9)</b> |  |   | <b>\$</b>  |

**Evaluated Price Calculation Summary:**

\*The Bidder's evaluated price is for evaluation purposes only and is to be calculated as follows:

|   |           |
|---|-----------|
| Initial Contract Period   | \$        |
| Option Period 1   | \$        |
| Option Period 2   | \$        |
| Option Period 3   | \$        |
| <b>Total Evaluated Price (Initial Contract Period + Option Period 1 + Option Period 2, Option Period 3 excluding tax)</b> | <b>\$</b> |



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

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.2 Integrity Provisions - Declaration of Convicted Offences**

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

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

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1. Integrity Provisions – Required Documentation**

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

#### **5.2.2. Federal Contractors Program for Employment Equity - Bid Certification**

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

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



## ATTACHMENT 1 to PART 5 OF THE BID SOLICITATION, FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



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

### **6.1 Security Requirements**

There are no security requirements for this requirement. All personnel will be accompanied when they are on the property of the CBSA.

### **6.2 Insurance Requirements**

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

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



## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Task Authorization**

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

#### **7.2.1 Task Authorization Process**

1. The Contracting Authority will provide the Contractor with a description of the task using the "Task Authorization Form, specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within 5 (five) calendar day of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority, has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$0.00, Applicable Taxes included, inclusive of any revisions.

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

#### **7.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

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

#### **7.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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



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

The data must be submitted on a *quarterly basis* to the Contracting Authority.

The quarterly 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; and

4th quarter: January 1 to March 31.

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

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (*contracting authority to edit the text as applicable*):

#### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### For all authorized tasks:

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

### 7.3 Standard Clauses and Conditions

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

### 7.4 General Conditions

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



## **7.5 Security Requirements**

There is no security requirement applicable to the Contract.

## **7.6 Term of Contract**

### **Period of the Contract**

The period of the Contract is from contract award to March 31<sup>st</sup>, 2018 inclusive.

### **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



**7.7 Authorities**

**Contracting Authority**

The Contracting Authority for the Contract is:

Name: *Nancy Cleroux*  
Title: *Senior Contracting Officer*  
Canada Border Services Agency  
Comptrollership Branch  
Directorate: Strategic Procurement and Material Management Division  
Address: 355 North River Road, Ottawa, ON, K1A 0L8

Telephone: 343-291-5673  
Facsimile: 343-291-5722  
E-mail address: [nancy.cleroux@cbsa-asfc.gc.ca](mailto:nancy.cleroux@cbsa-asfc.gc.ca)

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

**Project Authority** *"to be inserted at contract award"*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**Contractor's Representative** *"to be inserted at contract award"*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_



## 7.8 Payment

### Basis of Payment

1. The Contractor will be reimbursed for the costs reasonably incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$TBD. Customs duties are included and Applicable Taxes are extra.

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

## 7.9 Limitation of Expenditure

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

## 7.10 Monthly Payment

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

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



## 7.11 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
  - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
  - b. The accuracy of the Contractor's time recording system.
  - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
  - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

## 7.12 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the information required in the General Conditions.
2. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
3. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
4. The Contractor must send the invoice to [vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:vendors-fournisseurs@cbsa-asfc.gc.ca) for payment. This email address is to be used only for submitting invoices and for payment status inquiries.

## 7.13 Certifications and Additional Information

### 1. Compliance

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



#### 7.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

#### 7.15 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, (2016-04-04), General Conditions – Higher Complexity –Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) Annex E, the signed Task Authorizations
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

#### 7.16 Foreign Nationals

##### Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

##### Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

#### 7.17 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the



insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



## ANNEX "A"

### STATEMENT OF WORK

#### Background

The Canada Border Services Agency (CBSA) is a federal agency that is responsible for the border enforcement, immigration enforcement and customs services on behalf of the government of Canada. The CBSA oversee approximately 1,200 service locations across Canada, and 39 in other countries. It employs over 12,000 public servants, and offers around-the clock service at 119 land border crossings and thirteen international airports. Monies collected from the Ports of Entries location in the Lower Mainland, British Columbia and delivered to various Clearing Centers in Vancouver, British Columbia.

#### Requirement

The Contractor must provide armoured car services for pick-up of negotiable and non-negotiable monetary instruments from various Ports of Entry (POE) located in the Lower Mainland and deliver them to various Clearing Center's in Vancouver, British Columbia

#### Deliverables

The Contractor must:

1. Pick-up monies that consist of: cash, cheques (Canadian/US) slips, MasterCard slips and money orders at the times and locations indicated in Appendix "1" Delivery/Schedule of Services.
2. Deliver the funds to the specified Financial Institution by the stated deposit time and date.
3. Deposit slips must be signed by the Financial Institution teller. The Contractor must return the deposit slip to appropriate CBSA office in conjunction with the next pick-up.
4. Provide armoured vehicles and personnel for the secure transportation of all negotiable and non-negotiable monetary instruments.
5. In the instances where a site has been designated as having a Pick-up Schedule that is on an "as-and-when requested basis" the following pick up procedure must be strictly adhered to:
  - a) Upon receipt of Task Authorization Form from CBSA Contact Person or their designate, the Contractor must pick up the monetary instruments within 4 hours of service call being placed at the specified location outlined in Appendix 1, Delivery/Schedule of Services.
  - b). The Contractor must provide a 24- hour contact number for pick-up service calls. It is estimated that these "as-and-when requested basis" pick-ups will be no more than twice per week.
6. Provide receipt books, secured bags an envelopes to transport the funds between the CBSA office(s) and financial institution(s). Receipt books and secured bags and envelopes must contain security features; ensuring that the contents are protected by a seal that will be affixed by CBSA.
7. Pick-up must be completed in the presence of a Canada Border Services Agency employee. The Contractor must issue a receipt to be retained by CBSA.



### **Contractor's employee identification**

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

### **Pick-up Calls**

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

### **Local representative**

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

### **Free from Damage**

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

### **Controls and Security requirements.**

All employees of the Contractor must be escorted at all times in and out of CBSA premises.

### **Responsibilities of Canada Border Services Agency**

CBSA is responsible for:

1. Having CBSA employees available at the designated pickup locations as scheduled in Appendix 1.
2. Having monies for transfer and for Financial Institution deposits ready for pickup at designated pickup locations.

### **Contractor responsibilities**

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

### **Pick-up times**

The Contractor must ensure that pickups take place in accordance with Appendix 1, Delivery/Schedule of Services except on statutory holiday as listed below. It is imperative that the pickup and delivery times be strictly adhered to, specific hours will only be provided at contract award.

### **Statutory Holidays / Closings**

New Year's Day  
BC Family Day  
Good Friday  
Easter Monday



Victoria Day  
British Columbia day  
Canada Day  
Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

### **Deposit Times**

The Contractor must ensure that deposits are to be made as indicated in Appendix "1" Delivery/Schedule of Services

### **Optional Increase/Decrease in Service Sites**

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



**ATTACHMENT 1, TO THE STATEMENT OF WORK,  
DELIVERY SCHEDULE**

**Transfer of Currency to INTRIA Clearing Centre**

| Pick-up No. | Office Name /Address for Pick-ups   | Contact Person                          | Pickup Days                                    | Pickup Schedule                                 | Financial Institution Address For Delivery of Funds                              |
|-------------|---|---|--|---|--|
| 1           | <u>CBSA Port of Douglas 220 Hwy 99, Surrey, BC V3S 9N7</u>  | <u>To be inserted at Contract award</u> | <u>5 days a week (DAILY Monday to Friday)</u>  | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 2           | <u>CBSA Pacific Highway – 2 locations<br/>Commercial Operations and Traffic Operations<br/>28 – 176 Street, Surrey BC V3S 9R9</u>   | <u>To be inserted at Contract award</u> | <u>5 days a week (DAILY Monday to Friday)</u>  | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 3           | <u>CBSA Abbotsford-Huntingdon<br/>2 Sumas Way, Abbotsford, BC V2S 8B7</u>   | <u>To be inserted at Contract award</u> | <u>5 days a week (DAILY Monday to Friday)</u>  | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 4           | <u>CBSA Vancouver International Airport<br/>Rm C2842.OA, Customs Cashier, Traffic Operations<br/>Customs Hall, International Terminal Building<br/>Vancouver International Airport, 3211 Grant McConachie Way, Richmond, BC V7B 0A4</u> | <u>To be inserted at Contract award</u> | <u>5 days a week (DAILY Monday to Friday)</u>  | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 5           | <u>CBSA Air Cargo Commercial Operations<br/>Unit 113 – 5000 Miller Road, Richmond, BC, V7B 1K6</u>  | <u>To be inserted at Contract award</u> | <u>5 days a week (DAILY Monday to Friday)</u>  | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 6           | <u>CBSA, Metro Vancouver District<br/>4th floor, 1611 Main Street, Vancouver, BC V6A 2W5</u>  | <u>To be inserted at Contract award</u> | <u>5 days a week (DAILY Monday to Friday)</u>  | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 7           | <u>CBSA Aldergrove<br/>10 Hwy 13, Langley, BC V4W 2L8</u>   | <u>To be inserted at Contract award</u> | <u>4 days a week (DAILY Tuesday to Friday)</u> | <u>"Hours to be provided at contract award"</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |



**Transfer of Currency to Bank of Montreal Clearing Centre**

| Pick-up No. | Office Name /Address for Pick-ups   | Contact Person                          | Pickup Days  | Pickup Schedule                                 | Financial Institution Address For Delivery of Funds                           |
|-------------|---|---|--|---|---|
| 1           | <u>CBSA, Port of Boundary Bay<br/>4 – 56th Street, Delta, BC. V4L 1Z2</u> | <u>To be inserted at Contract award</u> | <u>3 days a week<br/>(Every Monday, Wednesday, and Friday)</u> | <u>"Hours to be provided at contract award"</u> | <u>Bank of Montreal Clearing Centre<br/>190 East 4th Avenue, Vancouver BC</u> |

**Coin Services**

| Pick-up No. | Office Name /Address for Pick-ups   | Contact Person                          | Pickup Days                  | Pickup Schedule                                 | Financial Institution Address For Delivery of Funds                                      |
|-------------|---|---|------------------------------|---|--|
| 1           | <u>CBSA Port of Douglas<br/>220 Hwy 99, Surrey, BC V3S 9N7</u>  | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |
| 2           | <u>CBSA Pacific Highway – 2 locations<br/>Commercial Operations and Traffic Operations<br/>28 – 176 Street, Surrey BC V3S 9R9</u>   | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |
| 3           | <u>CBSA Abbotsford-Huntingdon<br/>2 Sumas Way, Abbotsford, BC V2S 8B7</u>   | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |
| 4           | <u>CBSA Aldergrove<br/>10 Hwy 13, Langley, BC V4W 2L8</u>   | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |
| 5           | <u>CBSA, Port of Boundary Bay<br/>4 – 56th Street, Delta, BC. V4L 1Z2</u>   | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |
| 6           | <u>CBSA Vancouver International Airport<br/>Rm C2842.OA, Customs Cashier,<br/>Traffic Operations<br/>Customs Hall, International Terminal Building<br/>Vancouver International Airport, 3211<br/>Grant McConachie Way, Richmond, BC<br/>V7B 0A4</u> | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |
| 7           | <u>CBSA Air Cargo Commercial Operations<br/>Unit 113 – 5000 Miller Road, Richmond,<br/>BC. V7B 1K6</u>  | <u>To be inserted at Contract award</u> | <u>As and when requested</u> | <u>"Hours to be provided at contract award"</u> | <u>Coin will be delivered to the CBSA site the next scheduled day of service return.</u> |



**Transfer of Currency and monetary instruments.**

| Pick-up No. | Office Name /Address for Pick-ups   | Contact Person                                  | Pickup Days           | Pickup Schedule                          | Financial Institution Address For Delivery of Funds  |
|-------------|---|---|-----------------------|--|--|
| 1           | <u>CBSA Port of Douglas<br/>220 Hwy 99, Surrey, BC V3S 9N7</u>  | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>Bank of Nova Scotia<br/>c/o Securicor Processing Centre<br/>2743 Skeena Street<br/>Vancouver, BC, V5M 4T1</u> |
| 2           | <u>CBSA Pacific Highway – 2 locations<br/>Commercial Operations and Traffic<br/>Operations<br/>28 – 176 Street, Surrey BC V3S 9R9</u> | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>Bank of Nova Scotia<br/>c/o Securicor Processing Centre<br/>2743 Skeena Street<br/>Vancouver, BC, V5M 4T1</u> |
| 3           | <u>CBSA Abbotsford-Huntingdon<br/>2 Sumas Way, Abbotsford, BC V2S 8B7</u>   | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>Bank of Nova Scotia<br/>c/o Securicor Processing Centre<br/>2743 Skeena Street<br/>Vancouver, BC, V5M 4T1</u> |
| 4           | <u>CBSA Aldergrove<br/>10 Hwy 13, Langley, BC V4W 2L8</u>   | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>Bank of Nova Scotia<br/>c/o Securicor Processing Centre<br/>2743 Skeena Street<br/>Vancouver, BC, V5M 4T1</u> |
| 5           | <u>CBSA, Port of Boundary Bay<br/>4 – 56th Street, Delta, BC. V4L 1Z2</u>   | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>Bank of Nova Scotia<br/>c/o Securicor Processing Centre<br/>2743 Skeena Street<br/>Vancouver, BC, V5M 4T1</u> |

**Intria Clearing Centre**

|   |   |   |                       |  |  |
|---|---|---|-----------------------|--|--|
| 1 | <u>CBSA Vancouver International Airport<br/>Rm C2842.OA, Customs Cashier,<br/>Traffic Operations<br/>Customs Hall, International Terminal Building<br/>Vancouver International Airport, 3211 Grant<br/>McConachie Way, Richmond, BC V7B 0A4</u> | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |
| 2 | <u>CBSA Air Cargo Commercial Operations<br/>Unit 113 – 5000 Miller Road, Richmond, BC.<br/>V7B 1K6</u>  | <u>To be inserted<br/>at Contract<br/>award</u> | As and when requested | "Hours to be provided at contract award" | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue, Vancouver<br/>BC V6J 4T3</u> |



**ANNEX "B"  
BASIS OF PAYMENT**

**ARMoured VEHICLE PICK-UP / DELIVERY SCHEDULE BASIS OF PAYMENT**

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

For the provision of services as described in Annex A, Statement of Work, the Contractor shall be paid the all-inclusive firm unit prices below in the performance of this Contract, HST extra. Each Firm All-Inclusive Price are in Canadian currency, are inclusive of all services described in Annex A provided to the applicable office location. Applicable Taxes excluded.

**Transfer of Currency to INTRIA Clearing Centre**

| Pick-up No. | Office Name /Address for Pick-ups   | Financial Institution Address For Delivery of Funds                              | Contract Period Price per Pick-up | Option Period 1 Price per Pick-up | Option Period 2 Price per Pick-up | Option Period 3 Price Per Pick-up |
|-------------|---|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 1           | <u>CBSA Port of Douglas 220 Hwy 99, Surrey, BC V3S 9N7</u>  | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> | \$                                | \$                                | \$                                |                                   |
| 2           | <u>CBSA Pacific Highway – 2 locations<br/>Commercial Operations and Traffic<br/>Operations<br/>28 – 176 Street, Surrey BC V3S 9R9</u>   | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> | \$                                | \$                                | \$                                |                                   |
| 3           | <u>CBSA Abbotsford-Huntingdon<br/>2 Sumas Way, Abbotsford, BC V2S 8B7</u>   | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> | \$                                | \$                                | \$                                |                                   |
| 4           | <u>CBSA Vancouver International Airport<br/>Rm C2842.OA, Customs Cashier, Traffic<br/>Operations<br/>Customs Hall, International Terminal<br/>Building<br/>Vancouver International Airport, 3211<br/>Grant McConachie Way, Richmond, BC<br/>V7B 0A4</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> | \$                                | \$                                | \$                                |                                   |



| Pick-up No. | Office Name /Address for Pick-ups  | Financial Institution Address For Delivery of Funds                              | Contract Period Price per Pick-up | Option Period 1 Price per Pick-up | Option Period 2 Price per Pick-up | Option Period 3 Price Per Pick-up |
|-------------|--|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>5</u>    | <u>CBSA Air Cargo Commercial Operations<br/>Unit 113 – 5000 Miller Road, Richmond,<br/>BC. V7B 1K6</u> | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> |                                   |                                   |                                   |                                   |
| <u>6</u>    | <u>CBSA, Metro Vancouver District<br/>4th floor, 1611 Main Street, Vancouver,<br/>BC V6A 2W5</u>       | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> |                                   |                                   |                                   |                                   |
| <u>7</u>    | <u>CBSA Aldergrove<br/>10 Hwy 13, Langley, BC V4W 2L8</u>  | <u>INTRIA Clearing Centre<br/>1745 West 8th Avenue,<br/>Vancouver BC V6J 4T3</u> |                                   |                                   |                                   |                                   |

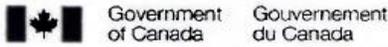
**Transfer of Currency to Bank of Montreal Clearing Centre**

| Pick-up No. | Office Name /Address for Pick-ups   | Financial Institution Address For Delivery of Funds                                   | Contract Period Price per Pick-up | Option Period 1 Price per Pick-up | Option Period 2 Price per Pick-up | Option Period 3 Price Per Pick-up |
|-------------|---|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>1</u>    | <u>CBSA, Port of Boundary Bay<br/>4 – 56th Street, Delta, BC. V4L 1Z2</u> | <u>Bank of Montreal Clearing<br/>Centre<br/>190 East 4th Avenue,<br/>Vancouver BC</u> | \$                                | \$                                | \$                                |                                   |



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



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

**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

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

If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  
 No  Yes  
 Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

|  |
|--|
| Security Classification / Classification de sécurité |
|--|





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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: Pacific, VIA and Metro Vancouver Districts

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail: Armoured Car Services to transport currency and monetary instruments

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées... [X] No / Non [ ] Yes / Oui

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

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? [ ] No / Non [X] Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? [ ] No / Non [X] Yes / Oui

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

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

Canada [X] NATO / OTAN [ ] Foreign / Étranger [ ]

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion [X]

Not releasable / À ne pas diffuser [ ]

Restricted to: / Limité à: [ ]

Specify country(ies): / Préciser le(s) pays: [ ]

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

|                                 |   |                                 |
|---------------------------------|---|---------------------------------|
| PROTECTED A / PROTÉGÉ A [ ]     | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ [ ]      | PROTECTED A / PROTÉGÉ A [ ]     |
| PROTECTED B / PROTÉGÉ B [X]     | NATO RESTRICTED / NATO DIFFUSION RESTREINTE [ ] | PROTECTED B / PROTÉGÉ B [ ]     |
| PROTECTED C / PROTÉGÉ C [ ]     | NATO CONFIDENTIAL / NATO CONFIDENTIEL [ ]       | PROTECTED C / PROTÉGÉ C [ ]     |
| CONFIDENTIAL / CONFIDENTIEL [ ] | NATO SECRET [ ]                                 | CONFIDENTIAL / CONFIDENTIEL [ ] |
| SECRET [ ]                      | COSMIC TOP SECRET / COSMIC TRÈS SECRET [ ]      | SECRET [ ]                      |
| TOP SECRET [ ]                  |   | TOP SECRET [ ]                  |
| TRÈS SECRET [ ]                 |   | TRÈS SECRET [ ]                 |
| TOP SECRET (SIGINT) [ ]         |   | TOP SECRET (SIGINT) [ ]         |
| TRÈS SECRET (SIGINT) [ ]        |   | TRÈS SECRET (SIGINT) [ ]        |

|  |
|--|
| Security Classification / Classification de sécurité |
|--|



Government of Canada / Gouvernement du Canada

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

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION   |                                   |                                       |   |
|--|-----------------------------------|---------------------------------------|---|
| <b>13. Organization Project Authority / Chargé de projet de l'organisme</b>  |                                   |                                       |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                         | Signature   |
| Loretta To   |                                   | A/Assistant Director, AMM             |   |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel     | Date  |
| 604-666-8463   | 604-666-5289                      | Loretta.to@cbsa-asfc.gc.ca            | Oct 20, 16  |
| <b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>   |                                   |                                       |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                         | Signature   |
| Loveleen Dhaliwal  |                                   | Assistant Director, Regional Security |   |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel     | Date  |
| 604-666-9847   | 604-666-4438                      | Loveleen.Dhaliwal@cbsa-asfc.gc.ca     | March 10, 2017  |
| <b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b><br>Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? |                                   |                                       |   |
|  |                                   |                                       | <input type="checkbox"/> No / <input type="checkbox"/> Yes<br>Non / Oui |
| <b>16. Procurement Officer / Agent d'approvisionnement</b>   |                                   |                                       |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                         | Signature   |
|  |                                   |                                       |   |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel     | Date  |
|  |                                   |                                       |   |
| <b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>   |                                   |                                       |   |
| Name (print) - Nom (en lettres moulées)  |                                   | Title - Titre                         | Signature   |
|  |                                   |                                       |   |
| Telephone No. - N° de téléphone  | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel     | Date  |
|  |                                   |                                       |   |

|  |
|--|
| Security Classification / Classification de sécurité |
|--|



## **ANNEX "D" INSURANCE REQUIREMENTS**

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.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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

2. 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.

The policy must include the following:

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

**3. Comprehensive Crime Insurance**



The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:

- a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$1,000,000.00 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 \$10,000.00;

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.



**ANNEX "E" Task Authorization**

| TASK AUTHORIZATION  |                     |  |   |            |
|---|---------------------|--|---|------------|
| Contractor:   |                     | Contract Number:   |   |            |
| Requisition Number: 1000331899  |                     | Financial Coding:  |   |            |
| Task Number:  |                     | Date:  |   |            |
| TA Request  |                     |  |   |            |
| <b>1. Description of Work to be Performed</b>   |                     |  |   |            |
| Statement of Work   |                     |  |   |            |
| <b>2. PERIOD OF SERVICES estimated:</b>   |                     | From:  | To:   |            |
| <b>3. Work Location</b>   |                     |  |   |            |
| <b>4. Travel Requirements</b>   |                     | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify: |   |            |
| <b>5. Other Conditions /Restraints</b>  |                     | As per the contract  |   |            |
| <b>6. Task Proposal</b>   |                     | Estimated Cost <input type="checkbox"/>                                      | Fixed Price <input checked="" type="checkbox"/> |            |
| 7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL  |                     |  |   |            |
| <input checked="" type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other |                     |  |   |            |
| TA Proposal   |                     |  |   |            |
| <b>8. Estimated Cost Contract</b>   |                     |  |   |            |
| Category (Level)of Resource   | Number of Resources | Firm Per Diem Rate   | Number of Days                                  | Total cost |
| Professional services estimated cost  |                     |  | Total   |            |
|   |                     |  | GST   |            |
|   |                     |  | HST   |            |
|   |                     |  | Grand Total                                     |            |
| Travel & Living (if applicable)   |                     |  | Estimated Cost                                  |            |
|   |                     |  | GST   | N/A        |
|   |                     |  | Total Travel & Living Cost                      | N/A        |
|   |                     |  | Grand Total for Labour and Travel               |            |

| TA Approval   |      |      |
|---|------|------|
| <b>9. Signing Authorities</b>   |      |      |
| Contractor's Representative (sign & print)  |      | Date |
| Project Authority (sign & print)  | CBSA | Date |
| Contracting Authority (sign & print)  | CBSA | Date |
| <b>10. Basis of Payment &amp; Invoicing</b>   |      |      |
| In Accordance with the article entitled "Basis of Payment" in the Contract.   |      |      |
| Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total. |      |      |
| Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.                                    |      |      |