



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

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

**Fax No. – No de FAX: 306-780-5232**

**REQUEST FOR STANDING  
OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre `a commandes individuelle regionale  
(OCIR)

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet:</b> Hazardous Waste Removal, Regina, SK		<b>Date :</b> August 30, 2017
<b>Solicitation No. – N° de l'invitation</b> M9424-17-7258/A – PW-17-00792975		
<b>Client Reference No. - No. De Référence du Client</b> 201707258		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre
<b>On / le :</b>	October 10, 2017	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 639-625-3463	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	

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



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes

### **1.2 Summary**

1.2.1 Work under this standing offer is for the removal, disposal and abatement of Mould, Asbestos and Lead as required by the Royal Canadian Mounted Police (RCMP) in the form of call ups at the Training Academy-Depot Division, F Division Headquarters and Lab Building in Regina, Saskatchewan. Services are to be provided on an “as required basis”.

It is anticipated that one firm will be issued a Standing Offer. The Standing Offer will be issued for a period of two (2) years with the option to extend the term of the Standing Offer for one (1) additional one (1) year option period.

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

### **1.3 Health and Safety Requirements**

There are Health and Safety requirements associated with this requirement. See Annex C.



## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: ninety (90) days

### **2.2 Submission of Offers**

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to RCMP will be accepted.

#### **2.2.1. Revision of Offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the offeror's letterhead or bear a signature that identifies the Offeror.

2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

3. A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

4. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

5. Facsimile number for receipt of revisions: 306-780-5232



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

The Offeror is required to submit firm price rates that will apply for the specified periods of the Standing Offer.

### **2.2.3 Alterations**

Any alteration to the pre-printed or pre-typed sections of the Offer, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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



## 2.4. Applicable Laws

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

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

## 2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. The site visit will be held on **September 12, 2017 at 10:00 am**, meeting at Fort Dufferin accessible via Bonner Drive (beside the Heritage Centre parking lot) at 6101 Dewdney Avenue, Regina SK.

Bidders will be required to show Government issued identification and will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



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

### **3.1. Offer Preparation Instructions**

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

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

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

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

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

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

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

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

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

##### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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





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

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

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

**Section III: Certifications**

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

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

**4.1 Evaluation Procedures**

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

**4.1.1 Financial Evaluation**

*SACC Manual Clause M0220T (2016-01-28), Evaluation of Price*

$$(1a \times 10) + (1b \times 100) + (2a \times 10) + (2b \times 100) + (3a \times 10) + (3b \times 100) + (4 \times 100) + (5a \times 10) + (5b \times 100) + (6a \times 10) + (6b \times 100) + (7a \times 10) + (7b \times 100) + (8 \times 100) + (9a \times 10) + (9b \times 100) + (10a \times 10) + (10b \times 100) + (11a \times 10) + (11b \times 100) + (12 \times 100) + (13 \times 100) + (14 \times 100) + (15 \times 10) + (16 \times 10) + (17 \times 10) + (18 \times 30) + (19 \times 35) + (20 \times 10) + (21 \times 100) + (22 \times 100) + (23 \times 10) + (24 \times 10) + (25 \times 30) + (26 \times 35) + (27 \times 100) + (28 \times 100) + (29 \times 100) + (30 \times 10) + (31 \times 10) + (32 \times 30) + (33 \times 35) = \text{Total Evaluated Price.}$$

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

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

**4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

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

#### 5.1.1 Integrity Provisions

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

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

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

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



### 5.1.3 Health and Safety Requirements – as per Annex C

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

#### 5.1.4.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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.

#### **5.1.4.2 Status and Availability of Resources**

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



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

### **6.1 Security Requirements**

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

### **6.2 Insurance Requirements**

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



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

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

7.2.1 The following security requirements (Security Requirement Checklist (SRCL) at Annex D, and related clauses) apply and form part of the Standing Offer.

The successful Contractor MUST:

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

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

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

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

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

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



### **7.3.2 Taxes**

The offeror is responsible for all applicable taxes.

1. Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, and the GST/HST shall not be included when calculating the amount of any bid security or contract security that may be required. Any amount levied in respect of the GST/HST shall be billed as a separate item in a progress claim submitted by the Contractor, and shall be paid to the Contractor in addition to the amount approved by Canada for work performed under the Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from award date for two (2) years.

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

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

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

#### **7.4.3 Delivery Points**

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

### **7.5. Authorities**

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

The Standing Offer Authority is:

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

Telephone: 639-625-3463  
Facsimile: 306-780-5232  
E-mail address: [tania.sentes@rcmp-grc.gc.ca](mailto:tania.sentes@rcmp-grc.gc.ca)



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

### **7.5.2 Project Authority**

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

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

### **7.5.3 Offeror's Representative (to be completed upon award)**

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

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

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

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

### **7.7 Identified Users**

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

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

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

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

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).





## **7.10 Priority of Documents**

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

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

## **7.11 Certifications and Additional Information**

### **7.11.1 Compliance**

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

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

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

### **7.11.3 SACC Manual Clauses**

M3020C (2016-01-28) Status of Availability of Resources – Standing Offer

## **7.12 Applicable Laws**

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

1. The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.
  - a) Statement of Work – The Contractor must perform the Work described in the call up against the Standing Offer;
  - b) General Conditions:
    - i. GC1 General Provisions R2810D (2016-04-04);
    - ii. GC2 Administration of the Contract R2820D (2016-01-28);
    - iii. GC3 Execution and Control of the Work R2830D (2015-02-25);
    - iv. GC4 Protective Measures R2840D (2008-05-12);
    - v. GC5 Terms of Payment R2550D (2016-01-28);
    - vi. GC6 Delays and Changes in the Work R2865D (2016-01-28);
    - vii. GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
    - viii. GC8 Dispute Resolution R2884D (2016-01-28);
  - c) Supplementary Conditions, if any;
  - d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
  - e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>
3. A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.



### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

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

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

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

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

##### **GC5.4 Payment**

##### **Terms of Payment**

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

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

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



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

#### **7.5.1 Basis of Payment**

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

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 SACC Manual Clauses**

T1204 – Direct Request by Customer Department A9117C (2007-11-30)

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

The following credit card(s) are accepted: \_\_\_\_\_.

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



## **7.6 Invoicing Instructions**

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

Each invoice must have the Call Up number and the cost must be broken down for work performed at each location including the building name.

Invoices must be distributed as follows:

The original must be forwarded to the address shown on the Call Up for certification and payment.

## **7.7 SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation  
A9019C (2011-05-16) Hazardous Waste Disposal  
A9068C (2010-01-11) Government Site Regulations  
G1005C (2016-01-28) Insurance – No Specific Requirement

## **7.8 Estimates**

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

## **7.9 Environmental Considerations:**

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

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).



- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
  
- Environmental Shipping/Packaging Considerations
  - Where applicable, suppliers are encouraged to:
    - Minimize packaging
    - Include recycled content in packaging;
    - Re-use packaging;
    - Include a provision for a take-back program for packaging;
    - Reduce/eliminate toxics in packaging.



## **ANNEX "A" STATEMENT OF WORK**

The Contractor must provide all materials, labour, supervision, transportation and equipment necessary for the removal, disposal and abatement of Mould, Asbestos and Lead throughout the RCMP Depot Training Academy, Regina Laboratory Building and the "F" Division Headquarters Building located in Regina, SK, on an as required basis, in accordance with the terms and conditions specified herein.

### **Scope of Work**

1. Provide all labour, material, equipment, tools and supervision necessary for the identification, labeling, packaging, preparation of profile documentation sheets, loading, transportation and disposal/destruction of user generated lead waste products.
2. A bill of lading and/or completed manifest must accompany all invoices. The bill of lading and/or manifest must be in accordance with current Federal, Provincial and Municipal Regulations and Legislation. Payment will not be made until the bill of lading and/or manifest has been provided.
3. Within 90 days of the removal of any hazardous waste the Contractor must provide the Project Authority with documentation indicating to which government licensed facility the hazardous waste was removed to. Failure to provide this documentation will be sufficient reason for payment to be withheld.

### **Risk Management**

The Contractor must have in place a risk management plan, covering the loss, prevention and minimization mechanisms in the event of a hazardous waste incident. The plan should contain sufficient risk management measures to prove, if an incident did occur, that due diligence will be undertaken by the Contractor, in compliance with the minimum standards of the *Canadian Environmental Protection Act (1999)*. The Contractor must provide, upon request a copy of the Risk Management Plan to the Project Authority.

### **General Requirements**

The Contractor must comply with all applicable bylaws, rules, regulations and codes of local and provincial authorities, Comply with electrical lockout procedures and pay for all licenses and fees associated with the work.

Where not otherwise stated or specified, the work must conform to at least the minimum standards of the National Building Code and Municipal and local building, electrical and plumbing codes.

### **Dangerous Goods**

1. The Contractor must ensure proper labeling and packaging in the supply and shipping of hazardous and dangerous goods during the performance of the contract.
2. The Contractor must accept liability for any damages caused by improper packaging, labeling or carriage of goods.



3. The Contractor must label all merchandise, clearly marked with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods by government vehicles or government personnel.

4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods as set forth by Federal, Provincial, Territorial, and Municipal law, By-laws, and Acts of Parliament.

### **Point of Ownership**

The Contractor must dispose the waste identified herein according to the laws and regulations that are applicable, whether Federal, Provincial, Territorial or Municipal. The Contractor will assume all ownership and all future liability for the disposal of the hazardous waste products from the time the waste is loaded onto the Contractor's vehicle and the hazardous waste manifest is signed.

### **Scheduling of Work**

All work is to be scheduled with the Project Authority. Some work may need to be completed outside of normal working or occupancy hours to provide minimal interruption to police operation.

### **WHMIS**

Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; with labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

Deliver copies of WHMIS data sheets to the Project Authority on delivery of materials.

### **Description of Requirement Mould, Asbestos and Lead Abatement:**

Removal and disposal of **Mould** and **Asbestos** and **Lead** within or on ceilings, floors, walls and locations within, and around or under all buildings, including clean-up and sanitization of all affected areas during the course of the abatement. The Contractor must provide all parts, materials, tools, labour, equipment and supervision to necessary for the collection and removal of all Mould static and air born particulate and all Asbestos static and air born particulate as outlined below.

#### **A. Temporary Facilities**

- 1) The Contractor must be responsible for and arrange their own storage facilities.

#### **B. Workmanship**

- 1) Workmanship to be of the best quality throughout and be executed in accordance with the best standard practice and all applicable codes.
- 2) Work of all trades must be completed by a trained professional

#### **C. Materials**

- 1) All materials to be removed under this contract and not required for reuse shall become the property of the Contractor and are to be removed from the site.
- 2) All materials used in this contract shall be new unless otherwise specified and in accordance with the specifications.

#### **D. Repairs and Replacement**

- 1) All cutting and repair work necessary in order to ensure that first class results are obtained.
- 2) All repair carried out must match existing surfaces, unless otherwise noted.





**E. Clean Up**

- 1) During the performance of the work keep all affected areas tidy.
- 2) Upon completion of the work leave the area tidy with all equipment moved back to its original location.

**F. Guarantee**

- 1) Guarantee the quality of workmanship and material for a period of one year from the date of acceptance of the work. Make good at no extra cost to, and to the satisfaction of the RCMP any defects that may develop within the guarantee period.

**G. Code and Reference Materials**

A list of some of the codes and standards that may apply to the work outlined in the project.

**References**

- CSA S269.1 - 1975 False work for Construction Purposes
- CAN/CSA - S269.2 - M87 Access Scaffolding for Construction
- FCC No. 301-1982 Standard for Construction Operations

**H. Construction Safety Measures:**

- 1) Observe construction safety measures of most current National Building Code, Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.
- 2) Comply with requirements of NPCC
- 3) Comply with requirements of NFCC N.301
- 4) Comply with current confined space code and regulations.
- 5) Comply with all electrical safety lock out procedure's and code.
- 6) Comply with all Occupational Health and Safety (OH&S) codes and regulations pertaining to duct cleaning technics.
- 7) Comply with all safe working practice codes and regulations working in close proximity to asbestos and Mould hazards.

**I. False Work**

- 1) The Contractor must not design or construct false work in accordance with CSA S269.1.

**J. Scaffolding**

- 1) Design and construct scaffolding in accordance with CSA S269.2

**Description of Requirement Lead Abatement:**

Removal and disposal of lead bullet fragments from three (3) firearm ranges, including the removal and disposal of lead/heavy metal and contaminated water from two (2) storage tanks and removal and disposal of lead and copper bullet fragments from bullet traps, pick-up and disposal of bullet fragments in bags and in drums from the ranges as outlined below.

**A. 25 Meter Indoor Range (25A)**

- 1) Bullet fragments are required to be removed from floor area of approximately 20 feet by 75 feet located at the back of range behind the bullet traps;
- 2) Contractor to determine best method to remove the bullet fragments and if any personal protection equipment is required;



- 3) Cleaning of the bullet traps to be done outside of normal working hours between 1630 hours on Friday and 0700 hours Monday. The Project Authority will notify contractor when this needs to be done (normally every four months).

#### **B. 100 Meter Indoor Range (100M)**

- 1) Bullet fragments are required to be removed from floor area of approximately 25 feet by 95 feet at the back of range behind the bullet traps;
- 2) Contractor to determine the best method to remove the bullet fragments and if any personal protection equipment is required;
- 3) Cleaning of the bullet traps to be done outside of normal working hours between 1630 hours on Friday and 0700 hours Monday. The Project Authority will notify contractor when this needs to be done (normally every four months).

#### **C.25 Meter Indoor Range (25A) and 100 Meter Indoor Range (100M)**

- 1) The bullet fragments are collected from bullets traps inside of the 25A and 100M ranges, bagged and stacked outside of Firearms Facility by RCMP staff on four (4) wooden pallets.
- 2) Contractor must supply pallets and heavy lift bags. Bagged fragments are to be picked up every two months within the working hours of 07:30 to 16:30 hours, Monday to Friday, schedule to be set with Project Authority.

#### **D.25 Meter Indoor Range (25B)**

- 1) This range has a bullet trap with a conveyor belt system which collects bullet fragments in 25 gallon drums automatically.
- 2) Contractor must supply drums with lids, twelve (12) drums must be on site at all times. RCMP staff switch out barrels when required and stack them outside of the Firearms Facility.
- 3) Drums are to be picked within the working hours of 07:30 to 16:30 hours, Monday to Friday, as determined by the Project Authority (pick-up is usually six (6) barrels at a time six (6) times a year).

#### **E.25 Meter Indoor Range (25B)**

- 1) The bullet fragments build up in the bottom of the snail bullet trap sump. The sump is at the back end of the bullet trap and runs the entire length of the trap. Water and oil first need to be removed which leaves a wet sludge covering the bottom of the sump.
- 2) The Contractor to determine the best method to remove the water, oil, sludge and fragments. Work at this range is to be done outside of normal working hours between 1630 hours on Friday and 0700 hours Monday as determined by the Project Authority (normally done once a year).



**F. 300 gallon tank**

- 1) Removal and disposal of lead/heavy metal and contaminated water from a 300 gallon tank located at the North Loading Dock at the Firearms Facility. Removal to be once a month within the working hours of 07:30 to 16:30 hours, Monday to Friday, or as requested by the Project Authority.

**G. 100 gallon tank**

- 1) Removal and disposal of lead/heavy metal and contaminated water from a 100 gallon tank located within the Armorer Shop. Removal to be once a month within the working hours of 07:30 to 16:30 hours, Monday to Friday, or as requested by the Project Authority.



## **ANNEX "B"**

### **BASIS OF PAYMENT**

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

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

The prices requested in the Offer are for:

- .1 service call and hourly rates for regular hours;
- .2 service call and hourly rate for outside of regular hours; and
- .3 service call and hourly rates for Weekend and Statutory Holidays

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

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

Service Call Rates to include transportation, travel time, vehicle surcharge/costs, labour, supervision, equipment, allowances and liability insurance, tools and tackle, overhead and profit, any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour, as well as the first hour of on-site productive labour. Service Call Rates will be paid only on the initial call-out.

Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the table. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.



**Mould, Asbestos and Lead Abatement**

**Schedule A – Period of Standing Offer – from date of award for first year:**

Item	Description	Unit of Item	Unit Price
1	<b>Price per Hour</b> During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
1a	First Hour	Hour	\$
1b	Second Hour and all additional hours	Hour	\$
2	Outside Regular working hours (Monday through Friday)		
2a	First Hour	Hour	\$
2b	Second Hour and all additional hours	Hour	\$
3	Weekends and Statutory Holidays		
3a	First Hour	Hour	\$
3b	Second Hour and all additional hours	Hour	\$
4.	Price (if any) for Asbestos disposal	Per kilogram	\$

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

Item	Description	Unit of Item	Unit Price
5	<b>Price per Hour</b> During Regular working hours (Monday through Friday, 0730 - 1630 hours)		
5a	First Hour	Hour	\$
5b	Second Hour and all additional hours	Hour	\$
6	Outside Regular working hours (Monday through Friday)		
6a	First Hour	Hour	\$
6b	Second Hour and all additional hours	Hour	\$
7	Weekends and Statutory Holidays		
7a	First Hour	Hour	\$
7b	Second Hour and all additional hours	Hour	\$
8.	Price (if any) for Asbestos disposal	Per kilogram	\$



**Schedule C – Option Year One of the Standing Offer:**

Item	Description	Unit of Item	Unit Price
9	<b>Price per Hour</b> During Regular working hours (Monday through Friday, 07:30 - 1630 hours)		
9a	First Hour	Hour	\$
9b	Second Hour and all additional hours	Hour	\$
10	Outside Regular working hours (Monday through Friday)		
10a	First Hour	Hour	\$
10b	Second Hour and all additional hours	Hour	\$
11	Weekends and Statutory Holidays		
11a	First Hour	Hour	\$
11b	Second Hour and all additional hours	Hour	\$
12.	Price (if any) for Asbestos disposal	Per kilogram	\$

**Lead Abatement**

**Schedule D – Period of Standing Offer – from date of award for first year:**

Item	Description	Unit of Item	Unit Price
Firm all-inclusive hourly rate to remove bullet fragments in accordance with Annex A			
13.	25 Meter Indoor Range (25A)	Hour	\$
14.	100 Meter Indoor Range (100M)	Hour	\$
15.	25 Meter Indoor Range (25B)	Hour	\$
Flat rate for the removal and disposal in accordance with Annex A			
16.	300 gallon tank	Flat	\$
17.	100 gallon tank	Flat	\$
Firm unit rate for supply and removal in accordance with Annex A			
18.	205 litre drum barrel	Each	
19.	1 metre wide, 1 metre long and 1 metre high bag	Each	



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

Item	Description	Unit of Item	Unit Price
Firm all-inclusive hourly rate to remove bullet fragments in accordance with Annex A			
20.	25 Meter Indoor Range (25A)	Hour	\$
21.	100 Meter Indoor Range (100M)	Hour	\$
22.	25 Meter Indoor Range (25B)	Hour	\$
Flat rate for the removal and disposal in accordance with Annex A			
23.	300 gallon tank	Flat	\$
24.	100 gallon tank	Flat	\$
Firm unit rate for supply and removal in accordance with Annex A			
25.	205 litre drum barrel	Each	
26.	1 metre wide, 1 metre long and 1 metre high bag	Each	

**Schedule F – Option Year One**

Item	Description	Unit of Item	Unit Price
Firm all-inclusive hourly rate to remove bullet fragments in accordance with Annex A			
27.	25 Meter Indoor Range (25A)	Hour	\$
28.	100 Meter Indoor Range (100M)	Hour	\$
29.	25 Meter Indoor Range (25B)	Hour	\$
Flat rate for the removal and disposal in accordance with Annex A			
30.	300 gallon tank	Flat	\$
31.	100 gallon tank	Flat	\$
Firm unit rate for supply and removal in accordance with Annex A			
32.	205 litre drum barrel	Each	
33.	1 metre wide, 1 metre long and 1 metre high bag	Each	



## Annex C

For work in the Province of Saskatchewan

### HEALTH AND SAFETY

#### 1. EMPLOYER/PRIME CONTRACTOR

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

\* "order" definition: after contract award, Contractor is ordered by a Change Order

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

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





### 3. PERMITS, NOTIFICATIONS AND SAFETY PLAN

3.1 The Contractor shall provide to the Project Manager:

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

### **WORKERS' COMPENSATION**

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



**ADVANCE NOTIFICATION OF CONSTRUCTION PROJECT**

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

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

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

**PROJECT DETAILS**

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

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

Company Name	Business Address/Location

**OWNER INFORMATION**

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

**Hazardous Regulated Activities**

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



Note to Prime/Principal Contractor or Constructor:

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

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

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

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

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



**DISTRIBUTION**

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

Original: to applicable provincial/territorial labour authority  
Copies to: RCMP Project Manager

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

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**NOTE:**

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

**LABOUR AUTHORITY CONTACTS**

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

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



**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

(attached to the end of this document for informational purposes only)



Annex "E" INTEGRITY FORM - BIDDER'S INFORMATION

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

Certifications Precedent to Contract Award and Additional Information

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

Integrity Provisions – Required Documentation

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

Individual Corporation Joint Venture

Legal Business Name:

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

Telephone Number:

Address:

City/Province:

Postal Code:

Fax Number:

E-mail Address:

GST or Business #

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

If no GST or Business #, provide your SIN #

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

Table with 2 columns: Complete Name, Please indicate if they are a Board of Director or Owner.

**ANNEX D - SRCL**



Government of Canada / Gouvernement du Canada

SRCL # 2015-1126465

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	2. Branch or Directorate / Direction générale ou Direction RCMP Depot, F Division and Lab	
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 Provide removal and disposal services for Mould, Lead and Asbestos at RCMP Depot, F Div and FBU 323		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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





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

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

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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).