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PART 1 - INFORMATION AND INSTRUCTIONS

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

See Annex "A".

3. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the exception of the following:

1. Replace references to 'Public Works and Government Services Canada' with 'Employment and Social Development Canada';
2. Delete Subsections 4. and 5. of Section 01, Integrity Provisions – Bid;
3. Delete Section 02, Procurement Business Number, in its entirety;
4. Revise Subsection 2d. of Section 05, Submission of Bids, to read:
"send its bid only to the physical or e-mail address specified on Page 1".
5. Subsection 5.4 of Section 05 is amended as follows:
Delete: sixty (60) days
Insert: ninety calendar (90) days
6. Delete Subsections 1a. and 1b. of Section 12, Rejection of Bid, in their entirety.
7. Delete Subsection 2. of Section 20, Further Information, in its entirety.

4. Submission of Bids

Bids must be received at the email address nc-solicitations-gd@hrsdcc-rhdcc.gc.ca, by the time and date indicated on the cover page of this RFP document.

It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt. Bidders should ensure e-mails do not exceed 13MB to avoid problems with transmission.

Canada requests that bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that bidders provide their bid in separately bound sections, in two separate envelopes, when submitted in hard copy, and in three separate files, when in soft copy, as follows:

Section I: Technical Bid 1 soft copy via e-mail

Section II: Financial Bid 1 soft copy via e-mail

Section III: Certifications 1 soft copy via e-mail

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

5. Mandatory Certifications Required Precedent to Contract Award

The certification(s) listed below should be completed and submitted with the bid but may be submitted afterwards. If any of the(se) required certification(s) is not completed and submitted as requested, 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.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1 Declaration of Convicted Offences

If requested by the Contracting Authority, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the

Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

* Bidder (For greater clarity, the "Bidder" means the vendor legal entity (e.g. not a resource of the vendor legal entity).

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

5.3 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01, Integrity Provisions – Bid of Standard Instructions 2003. For the purposes of this RFP, Subsections 4. and 5. of Section 01 are deleted.

5.4 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Social Development Canada \(ESDC\) - Labour's](#) website

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

6. Enquiries - Bid Solicitation

All enquiries must be submitted to nc-solicitations-gd@hrsdcc.gc.ca no later than five (5) calendar days before the bid closing date. Enquiries received after that time will not be answered.

7. Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

7.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. All mandatory technical criteria are identified specifically with the words "shall", "must", or "will".

Mandatory evaluation criteria are included in Annex "D".

7.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The financial bid MUST submit prices as requested in the **ANNEX 'B' – PRICING SCHEDULE**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be shown separately, if applicable.

7.3 Basis of Selection

Responsive bid with the lowest evaluated price

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.

8. Applicable Laws

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

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

9. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - RESULTING CONTRACT CLAUSES

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

1. Applicable Laws
2. Priority of Documents
3. Statement of Work
4. Standard Clauses and Conditions
5. Security Requirement
6. Term of Contract
7. Authorities
8. Payment
9. Method of Payment
10. Invoice Submission
11. Foreign Nationals (Canadian Contractor)
12. Proactive Disclosure of Contracts with Former Public Servants
13. Certifications
14. Insurance Requirements

List of Annexes:

Annex "A" Statement of Work
Appendix 1 to Annex "A" Passport Operations Locations & Banking Information
Annex "B" Pricing Schedule
Annex "C" Insurance Requirement

1. Applicable Laws

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

2. 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 2029 - Goods or Services (Low Dollar Value (2016-04-04));
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Pricing Schedule;
- (e) Annex "C", Insurance Requirement;
- (d) the Contractor's bid dated _____.

3. Statement of Work

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

4. 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.

Whenever 'Public Works and Government Services Canada' appears in any of the standard clauses or the General or Supplemental Conditions replace with "Employment and Social Development Canada".

4.1 General Conditions

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value), apply to and form part of the Contract, with the following exceptions:

- 4.1.1 Delete reference to 'Client Reference Number (CRN)' and 'Procurement Business Number (PBN)' from Section 06, sub-section 2.a
- 4.1.2 Delete sub-sections 08
- 4.1.3 Delete sub-sections 09
- 4.1.4 Delete sub-sections 10
- 4.1.5 Delete sub-sections 4 and 5 of Section 25.

5. Security Requirement

There is no security requirement associated with the requirement.

6. Term of the Contract

The period of the Contract is from April 01st, 2018 to March 31st, 2019 inclusive

6.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(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 at least 20 calendar days 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. Authorities

7.1 Contracting Authority

The Contracting Authority for the Contract is:

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.

7.2 Project Authority

The Project Authority for the Contract is:

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.

7.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Note to Bidders: The Contractor's Representative, Contracting Authority, Technical Authority and contact information will be identified at the time of contract award.

8. Payment

8.1 Basis of Payment – Fixed Time Rate

8.1.1 Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid all-inclusive rates as detailed in Annex "B" Pricing Schedule. Customs duties are included and Applicable Taxes are extra.

8.1 Basis of Payment – Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price" of \$ _____. 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

9. Method of Payment

9.1 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.

10. Invoice Submission

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Procurement Business Number (PBN), if applicable, and financial code(s);

- b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - c. deduction for holdback, if applicable;
 - d. the extension of the totals, if applicable; and
 - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.
 5. One (1) hard copy to be sent to the address identified on the first page of the contract and one (1) soft copy to the project authority.

10.1. T1204 Information Reporting by Contractor

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

11. 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.

12. Proactive Disclosure of Contracts with Former Public Servants (If Applicable)

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

13. Certifications

13.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

14. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C", Insurance Requirement. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. 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

1.0 TITLE

Armoured Car Services

2.0 OBJECTIVE(S)

2.1 Employment and Social Development Canada (ESDC) requires the provision of Armoured Car Services for the pick-up, transportation and delivery of cheques and monies;

2.2 Pick-up of the cheques and monies will be as per Appendix 1 to ANNEX "A"

3.0 DEFINITIONS

- 3.1 **Armoured Car:** A motor vehicle commercially modified by a recognized third party vendor of armoured vehicles, which is reinforced to level 2 protection for its occupants against gun fire and against non-authorized entry.
- 3.2 **Armoured Car Contractor** shall mean any individual, partnership, association, limited liability company, corporation, or any other entity, engaging in the business of providing Armoured Car Services for hire.
- 3.3 **Armoured Car Services** shall mean engaging in the business of providing secured transportation, protection and safeguarding of highly valuable cargo, such as coins, currency, cheques, precious metals, bonds and securities, which are transported from one place or point to another, by means of specially designed and constructed bullet-resistant armoured vehicles operated and staffed by armoured car guards.
- 3.4 **Cash-In-Transit Armoured Car, Armoured Truck, or Armoured Vehicle** shall mean a motor vehicle that has been commercially modified by a recognized third party vendor of armoured vehicles, and which is certified as modified / reinforced to a minimum classification of UL Standard 752 Level 2 and/or NIJ Standard 0108.01 Type II-A [Part 2] armour protection for its occupants against gun-fire and against non-authorized entry, and which is designed specifically for the transportation, protection and safeguarding of highly valuable cargo and bears the colours, markings, insignia, and wording that identify the Contractor.
- 3.5 **UL** shall mean Underwriters Laboratories.
- 3.6 **UL Standard 752** shall mean the standard for materials, devices and fixtures used to form bullet-resisting barriers.
- 3.7 **UL Standard 752 Level 2 [Part 2]** shall mean a bullet-resistant barrier that provides protection against 357 Magnum and 9mm handguns.
- 3.8 **NIJ** shall mean the National Institute of Justice, U.S. Department of Justice.
- 3.9 **NIJ Standard 0108.01** shall mean the Ballistic Resistant Protective Materials Equipment Standard, developed by the Law Enforcement Standards Laboratory (LESL) of the National Bureau of Standards and produced as part of the Technology Assessment Program of the National Institute of Justice (NIJ). The standard is applicable to all ballistic resistant materials (armour) intended to provide protection against gunfire, with the exception of police body armour and ballistic helmets.

- 3.10 **NIJ Type II-A Armour Protection** shall mean armour that provides protection against higher and lower velocity 357 Magnum and 9mm handguns, and 38 Special and 22 LR handguns.
- 3.11 **Armoured Car Guard** shall mean a security practitioner who:
- 3.11.1 is fully uniformed;
- 3.11.2 is identified by a visibly displayed badge, photo identification card and insignia bearing the company name and logo;
- 3.11.3 is authorized to enter and operate the Contractor's armoured car vehicle; and
- 3.11.4 is licensed to carry a firearm while providing Armoured Car Services.
- 3.12 **Same Day** shall mean the same calendar day, unless otherwise noted.
- 3.13 **Statutory Holiday** shall mean a holiday legislated either through the Federal, Provincial or Territorial governments and/or is observed by Federal, Provincial or Territorial governments:
- Christmas
 - Boxing Day
 - New Years Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labour Day
 - Thanksgiving
 - Remembrance Day
- 3.14 **Valuable Cargo** shall mean money, cash, currency, coin, bullion, precious metals and articles made there from, gems and jewelry, negotiable and nonnegotiable securities, bonds, notes, cheques, drafts, coupons, or other valuable instruments, documents or certificates, and other articles of unusual value.
- 3.15 **Possession and Acquisition License (PAL)** shall mean a license issued to a Canadian Resident, 18 years of age or older, authorizing the possession of a firearm pursuant to the Federal *Firearms Act*.
- 3.16 **Authorization to Carry (ATC)** shall mean the certificate, issued by the Chief Firearms Officer (CFO) of Ontario, to an individual who carries a firearm in the course of performing a lawful occupation or profession.
- 3.17 **Deposit bag:** A securely sealed or locked bag, bag, parcel, or container, so the contents cannot be removed without clearly visible external evidence or tampering. The bag shall be clearly labelled with a unique identification code which cannot be duplicated and shall include the contractor's name and address. No single bag shall weigh more than five (5) pounds unless it is designed for higher weight.

4.1 TASKS/DELIVERABLES:

The following tasks shall be performed by the Contractor:

- 4.2 The Armoured Car Contractor, herein referred to as the Contractor, shall be a recognized Armoured Car Services Company and shall carry all necessary licenses as required by the Federal and Provincial governments, including a Business Firearms License.
- 4.3 The contractor shall pick-up deposits (cash and/or cheques) at the Passport Canada Offices listed on Appendix 1 to Annex A (attached), for delivery to the banks listed on Appendix 1 to

Annex A (attached). For security reasons, no calls are to be made by the Contractor to find out if a pick-up is ready.

- 4.4 The contractor shall use an Armoured Vehicle specifically designed for the transportation, protection and safeguarding of highly valuable cargo and marked in the Contractor' s colours and identification markings, and which is certified at a minimum to UL Standard 752 Level 2 and/or NIJ Standard 0108.01 Type II-A [Part 2) armour protection throughout the performance of the Work.
- 4.5 Provide a back-up armoured vehicle to be readily available for pick-up and deposit should any difficulty arise with the primary vehicle.
- 4.6 The Contractor shall ensure that all Armoured Vehicles engaged in the performance of the Work are manned with a minimum of two (2) Armoured Car Guards at all times both of whom will have 2-way radio contact with the Contractors premises.
- 4.7 Ensure that the Contractor personnel picking up the deposit will be required to sign for receipt of the deposit(s).
- 4.8 7 Ensure all Contractor personnel are properly dressed in the prescribed uniform of the Contractor and carry the identification card of the Contractor.
- 4.9 All individuals who will be performing the Work need to have proper ID to be able to properly identify them for security purposes .
- 4.10 Armoured Car Guards shall possess a valid Possession and Acquisition License (PAL) and a valid Firearms Acquisition Certificate (FAC) throughout the performance of the Work.
- 4.11 Deliver to the bank, a deposit bag that contains an initialed copy of the deposit slip and any other related document (cheques, money). The deposit bag cannot be open by the contractor. The contractor must return a stamped copy of the previous day or week's bank stamped deposit slip to the passport office when required after the bank has verified the deposit.
- 4.12 The Contractor shall submit to the .Contracting Authority the names, photographs and signatures of all individuals who will be performing the Work prior to the commencement of the contract. Notification of staff changes shall be submitted in writing to the Contracting Authority no later than seventy-two (72) hours of such a change prior to any pick-up.
- 4.13 It is the responsibility of the contractor to supply each passport office with deposit bags in accordance with article 3.17 during the entire contract period.

5.0 LANGUAGES

The contractor will provide services in English and French

Appendix 1 to Annex "A"

Passport Operations Locations & Banking Information

QUEBEC

	OFFICES	ADDRESSES	BANK INFORMATION	DAYS REQUIRED	PICK-UP TIME	DEPOSIT TIME
1	INTERNATIONAL PROCESSING SERVICE (IPS)	22 de Varennes, Gatineau, Québec, J8T 8R1	CIBC Place du Centre, 200 Promenade du Portage, Gatineau, Québec K1A 0G3	Twice per week. Tuesday & Friday	09:00 - 14:00	Same Day
2	MEMBER OF PARLIAMENT (MP)	22 de Varennes, Gatineau, Québec, J8T 8R1	CIBC Place du Centre, 200 Promenade du Portage, Gatineau, Québec K1A 0G3	Twice per week. Tuesday & Friday	09:00 - 14:00	Same Day
3	NATIONAL PROCESSING SERVICE (NPS)	22 de Varennes, Gatineau, Québec, J8T 8R1	CIBC Place du Centre, 200 Promenade du Portage, Gatineau, Québec K1A 0G3	Twice per week. Tuesday & Friday	09:00 - 14:00	Same Day
4	RECEIVING AGENTS (RA)	22 de Varennes, Gatineau, Québec, J8T 8R1	CIBC Place du Centre, 200 Promenade du Portage, Gatineau, Québec K1A 0G3	Twice per week. Tuesday & Friday	09:00 - 14:00	Same Day
5	GATINEAU – Certificate of Identity (COI)	Place du Centre 200 Promenade du Portage, Commercial Level 2, Gatineau, Québec, K1A 0G3	CIBC Place du Centre, 200 Promenade du Portage, Gatineau, Québec K1A 0G3	Once per week. No specific day in preference	10:00 - 14:00	Same Day
6	GATINEAU (Public Counter)	Place du Centre 200 Promenade du Portage, Commercial Level 2, Gatineau, Québec, K1A 0G3	CIBC 245 de la Savane Gatineau, Québec J8T 1R5	Once per week. No specific day in preference	10:00 - 14:00	Same Day
7	LAVAL	3 Place Laval, (Corner of Saint-Martin /des Laurentides) 5 th Floor, Suite 500 Laval, Québec, H7N 1A2	Bank of Montréal 119, Saint-Jacques Montréal, Québec H2Y 1L6	Once per week. No specific day in preference	10:00 - 14:00	Same Day
8	MONTRÉAL	Complexe Guy-Favreau 200 René-Lévesque Boulevard West, West Tower, Suite 103, Montréal, Québec, H2Z 1X4	Royal Bank of Canada 1, Place Ville Marie Montréal, Québec H3C 3B5	Once per week. No specific day in preference	10:00 - 14:00	Same Day
				Once per	10:00	Same

9	POINTE-CLAIRE	Fairview Pointe-Claire Shopping Centre 6815 Trans-Canada Highway, Suite C-022A Pointe-Claire, Québec H9R 1C4	Bank of Montréal 129, Saint-Jacques Montréal, Québec H2Y 1L6	week. No specific day in preference	- 14:00	Day
10	QUÉBEC	Place de la Cité Tour Cominar, 2640 Laurier Boulevard, 2 nd Floor, Suite 200 Québec, Québec G1V 5C2	Royal Bank of Canada 2450 Laurier Boulevard Québec, Québec G1V 2L1	Once per week. No specific day in preference	10:00 - 14:00	Same Day
11	SAGUENAY	98 rue Racine est Chicoutimi, Québec G7H 1R1	Royal Bank of Canada 3750 Du Royaume Boulevard Jonquière, Québec G7X 9B1	Once per week. No specific day in preference	10:00 - 14:00	Same Day
12	SAINT-LAURENT	2089 Marcel Laurin Boulevard, Suite 100 Saint-Laurent (Montréal), Québec, H4R 1K4	Bank of Montreal 129, Saint-Jacques Montréal, Québec H2Y 1L6	Once per week. No specific day in preference	10:00 - 14:00	Same Day

ATLANTIC

	OFFICES	ADDRESSES	BANK INFORMATION	DAYS REQUIRED	PICK-UP TIME	DEPOSIT TIME
13	FREDERICTON	Fredericton Square 77 Westmorland Street, Suite 430, Fredericton, NB E3B 6Z3	TD Bank Halifax- Intria 1809 Barrington Street Halifax, Nova Scotia B3J 3A3	Once per week. No specific day in preference	10:00 - 14:00	Same Day
14	HALIFAX	Maritime Centre 1505 Barrington Street, 15th Floor, Suite 1508 Halifax, NS B3J 3K5	CIBC 1809 Barrington St. Suite B106 Halifax, NS B3J 3A3	Once per week. No specific day in preference	10:00 - 14:00	Same Day
15	ST. JOHN'S	TD Place, Suite 802 140 Water Street St. John's, NL A1C 6H6	Scotiabank Main Branch 245 Water Street St John's NL A1C 5H5	Once per week. No specific day in preference	10:00 - 14:00	Same Day

ONTARIO

	OFFICES	ADDRESSES	BANK INFORMATION	DAYS REQUIRED	PICK-UP TIME	DEPOSIT TIME
16	BRAMPTON		CIBC (Bovaird and Conestoga)	Once per week. No specific	10:00 - 14:00	Same Day

		40 Gillingham Drive Suite 401 Brampton, ON L6X 4X7	380 Bovaird Drive East Brampton, ON L6Z 2S6	day in preference		
17	HAMILTON	Standard Life Building Plaza Level 120 King Street, West Hamilton, ON L8P 4V2	Bank of Montreal – Hamilton Main Office 50 Bay Street South Hamilton, ON L8P 4V9	Once per week. No specific day in preference	10:00 - 14:00	Same Day
18	KITCHENER	Mezzanine Level 40 Weber Street, East Kitchener, ON N2H 6R3	CIBC 1 King Street East, PO Box 2457 Kitchener, ON N2G 2K4	Once per week. No specific day in preference	11:00 - 14:00	Same Day
19	LONDON	Cherryhill Village Mall 301 Oxford Street W Suite 76 London, ON N6H 1S6	Bank of Montreal – Main Branch 270 Dundas Street London, ON N6A 1H3	Once per week. No specific day in preference	09:00 - 13:30	Same Day
20	MISSISSAUGA	Central Parkway Mall Suite 116, 2nd Floor 377 Burnhamthorpe Road (East) Mississauga, ON L5A 3H1	CIBC Concourse Level 199 Bay Street Toronto, ON M5L 1G9	Once per week. No specific day in preference	10:00 - 14:00	Same Day
21	NORTH YORK	Joseph Shepard Building 4900 Yonge Street, Suite 380 North York, ON M2N 6A4	CIBC 4841 Yonge Street Toronto, ON M2N 5X2	Once per week. No specific day in preference	10:00 - 14:00	Same Day
22	OTTAWA	885 Meadowlands Drive East, Suite 115 Ottawa, ON K2C 3N2	RBC Main Branch 1 Place Ville Marie, Ground Floor Montreal, Québec H3C 3B5	Once per week. No specific day in preference	10:00 - 14:00	Same Day
23	SCARBOROUGH	200 Town Centre Centre Suite 210 Scarborough, ON M1P 4X8	Scotiabank Scarborough Town Centre Suite 211 – 300 Borough Drive Scarborough, ON M1P 4P5	Once per week. No specific day in preference	10:00 - 14:00	Same Day
24	ST. CATHARINES	Pen Centre 221 Glendale Ave, Suite 604 St. Catharines, ON L2T 2K9	CIBC Concourse Level 199 Bay Street Toronto, ON M5L 1G9	Once per week. No specific day in preference	10:00 - 14:00	Same Day
25	THUNDERBAY	979 Alloy Drive, Suite 201 Thunderbay, ON P7B 5Z8	Royal Bank of Canada – Cash Clearing 620 E. Victoria Avenue Thunderbay, ON P7C 1A9	Once per week. No specific day in preference	10:00 - 14:00	Same Day
		74 Victoria Street,	CIBC	Once per	10:00 -	Same

26	TORONTO	Suite 300 Toronto, ON M5C 2A5	Concourse Level 199 Bay Street Toronto, ON M5L 1G9	week. No specific day in preference	14:00	Day
27	WHITBY	Whitby Mall 1615 Dundas St, East, Suite 6 Whitby, ON L1N 2L1	Bank of Montreal 1615 Dundas St, East Whitby, ON L1N 2L1	Once per week. No specific day in preference	10:00 - 14:00	Same Day
28	WINDSOR	CIBC Building 100 Ouellette Avenue, Suite 503 Windsor, ON N9A 6T3	CIBC 100 Ouellette Avenue, PO Box 180 Windsor, ON N9A 6K5	Once per week. No specific day in preference	10:00 - 14:00	Same Day

WEST

	OFFICES	ADDRESSES	BANK INFORMATION	DAYS REQUIRED	PICK- UP TIME	DEPOSIT TIME
29	CALGARY	Harry Hays Building 220-4th Avenue South East, Suite 150 Calgary, AB T2G 4X3	BMO, Telus Tower Branch 411 – 1 st Street, SE Calgary, AB T2G 4Y5	Once per week. No specific day in preference	10:00 - 14:00	Same Day
30	CALGARY SOUTH	Sundance Place 23 Sunpark Drive SE Suite #120 Calgary, AB, T2X 3V1	Bank of Montreal 225 Shawville Blvd, SE Calgary, AB T2Y 3H9	Once per week. No specific day in preference	10:00 - 14:00	Same Day
31	EDMONTON	Canada Place Building 9700 Jasper Avenue, Suite 126 Edmonton, AB T5J 3C3	Royal Bank of Canada 10107 Jasper Ave Edmonton, AB T5J 1W9	Once per week. No specific day in preference	11:00 - 14:00	Same Day
32	KELOWNA	Capri Centre 1835 Gordon Drive, Suite 110 Kelowna, BC V1Y 3H4	BMO Branch in downtown Kelowna. 294 Bernard Ave, Kelowna, BC V1Y 1J6 250-861-1609	Once per week. No specific day in preference	10:00 - 14:00	Same Day
33	REGINA	1870 Albert Street, Suite 500 Regina, SK S4P 4B7	CIBC 1800 Hamilton St Regina, SK , S4P 4K7	Once per week. No specific day in preference	09:00 - 14:00	Same Day
34	RICHMOND	5611 Cooney Road, Suite 310 Richmond, BC V6X 3J6	Royal Bank 6400 No 3 Road Richmond, BC V6Y 2C2	Once per week. Thursday	10:00 - 14:00	Same Day
35	SASKATOON	Federal Building #405-101-22nd Street, East Saskatoon, SK S7K 0E1	Scotiabank 111 2 nd Avenue, S Saskatoon, SK S7K 1K6	Once per week. No specific day in preference	12:00 - 16:00	Same Day

36	SURREY	Central City Shopping Centre, 1109 Central City 10153 King George Blvd Surrey, BC V3T 2W1	TD Bank (Intra) 1745 West 8 th Avenue Vancouver, BC, V6J 4T3	Once per week. No specific day in preference	10:00 - 14:00	Same Day
37	VANCOUVER	Sinclair Centre 757 Hastings Street West, Suite 200 Vancouver, BC V6C 1A1	Royal Bank 685 West Hastings Street Vancouver, BC V6B 1N9	Once per week. No specific day in preference	10:00 - 14:00	Same Day
38	VICTORIA	The Bay Centre 450-1150 Douglas Street, Level 4 Victoria, BC, V8W 3M9	CIBC 1175 Douglas Street Victoria, BC V8W 2E1	Once per week. No specific day in preference	10:00 - 14:00	Same Day
39	WINNIPEG	433 Main Street, Suite 400, Winnipeg, MB R3B 1B3	Royal Bank 195 Fort Street Winnipeg, MB R3C 3V1	Once per week. No specific day in preference	12:00 - 16:00	Same Day

ANNEX B

PRICING SCHEDULE

Note to Bidders: Document attached in a separate document

ANNEX C

INSURANCE REQUIREMENTS

1.0 Automobile Liability Insurance

1.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

1.2 The policy must include the following:

(a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

(b) Accident Benefits - all jurisdictional statutes

(c) Uninsured Motorist Protection

(d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

e) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

2.0 Commercial General Liability Insurance

2.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2.2 The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by 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 Insured: 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.

3.0 Comprehensive Crime Insurance

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

(a) Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$20,000.00 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 11/111: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$20,000.00;

3.2 The Comprehensive Crime insurance must include the following:

(a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(b) Loss Payee: Canada as its interest may appear or as it may direct.

4.0 All Risk in Transit Insurance

4.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$250,000 per shipment. Government Property must be insured on Actual Cash Value (depreciated cost) basis.

4.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

4.3 The All Risk Property in Transit insurance must include the following:

(a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.



- (b) Loss Payee: Canada as its interest appears or as it may direct.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Employment and Social Development Canada (ESDC) and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



ANNEX D

EVALUATION CRITERIA

A maximum of one (1) contract will be issued, covering service for all offices across Canada

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.. Each mandatory technical criterion should be addressed separately.

Technical Mandatory Requirements

No.	Mandatory Requirements	Met	Not Met
MT1	The Bidder must submit a valid copy of their Federal Firearms Business License.		
MT2	<p>The Bidder must submit proof of possession (ownership, lease, or rental) of Cash-In-Transit Armoured Vehicle(s) in each of the following cities:</p> <ul style="list-style-type: none"> 1) Vancouver, BC; 2) Victoria, BC; 3) Richmond, BC; 4) Surrey, BC 5) Edmonton, AL; 6) Calgary, AL; 7) Saskatoon, SA; 8) Regina, SA; 9) Winnipeg, MA; 10) Kelowna, BC 11) Thunder Bay, ON 12) Windsor, ON; 13) London, ON; 14) Hamilton, ON; 15) Kitchener, ON; 16) Mississauga, ON; 17) Brampton, ON; 18) Toronto, ON; 19) Scarborough, ON; 20) North York, ON; 21) Whitby, ON; 22) St. Catharines, ON 23) Ottawa, ON; 24) Gatineau, PQ; 25) Laval, PQ; 26) Saint-Laurent, PQ; 27) Pointe-Claire, PQ; 		



	28) Montreal, PQ 29) Québec, PQ; 30) Saguenay, PQ 31) Fredericton, NB 32) Halifax, NS 33) St. John's NF		
MT3	The Bidder must demonstrate that the armour level of the Cash-In-Transit Armoured Vehicle(s) used in the course of performing the Work, <u>in each of the cities mentioned in MT2</u> meet, as a minimum, the Underwriters Laboratories (UL) Standard 752 for Bullet-Resisting Equipment, Level 2 (.357 Magnum, 158 grain JSP) or equivalent International Small Arms Ballistics Standards (i.e. NIJ 0108.01 Type II-A [Part 2]).		