



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

Bid Receiving/Réception des soumissions
RCMP / GRC
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

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

Title – Sujet Annual Fire and Safety Equipment Testing and Inspections - V Division Facilities		Date 13 February 2018
Solicitation No. – N° de l'invitation M5000-18-3177/A PW-18-00816382		
Client Reference No. - No. De Référence du Client M5000-18-3177/A		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	Central Standard Time
On / le :	26 March 2018	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Teresa Hengen, Contracting Officer teresa.hengen@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone (639) 625-3449		Facsimile No. – No. de télécopieur (306) 780-5232

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



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List of Annexes:

Annex A, Statement of Work;
Annex B, Security Requirements Check List;
Annex C, Basis of Payment;
Annex D, 2016-17 Emergency Lighting and Fire Inspection Testing;
Annex E, Team Identification Form.

Appendix A, RCMP Nunavut Buildings by Location
Appendix B, Cost estimate Form for Materials



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder'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 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. This information must be provided within five (5) working days of the request. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s): Nunavut Land Claims Agreement

1.4 Debriefings

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

1.5 Procurement Ombudsman

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

1.6 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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.

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.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by email to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one (1) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

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

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

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

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



Section I: Technical Bid

In their technical offer, offerors should demonstrate how they meet the mandatory requirement. See Annex G, Journeyperson Red Seal Electrician Certification.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation applies.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Failure to meet any of the following specifications will render your proposal non-complaint and will be given no further consideration.

- a) The Offeror must have in their employ at least one Red Seal Electrician Journeyman. See Annex E.

4.1.2 Financial Evaluation

See **Annex "C" – Basis of Payment**

4.2 Basis of Selection

A bid must comply with all 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.

PART 5 - CERTIFICATIONS

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

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



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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

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

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant

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

Is the Bidder a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Bidder must provide the following information:

- 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 Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

5.1.3.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.1.3.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.1.3.5 Workers Compensation Certification- Letter of Good Standing

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

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (Security Requirement Checklist (SRCL) at Annex C and related clauses) apply and form part of the Contract.

The Contractor's personnel are required to be security cleared at the level of Facility Access with Escort Clearance as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).



The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

6.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

6.3 Standard Clauses and Conditions

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

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.

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

Inspections to be completed by May 30, 2018 with reports sent to Asset Management by June 22, 2018.

6.4.2 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 twenty-four (24) month period(s) under the same terms and 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 thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A, Locations of the Contract.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Teresa Hengen
Royal Canadian Mounted Police
Procurement Officer
5600-11th Ave
Regina, SK S4P 3J7
Telephone: 639-625-3449
Facsimile: 306-780-5232
E-mail: teresa.hengen@rcmp-grc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **(Insert at Contract Award)**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative (Insert at Contract Award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly rate as specified in Annex B, Basis of Payment for a cost of \$ _____ (*amount indicated at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

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.

6.7.4 Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work 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.

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. copy of the completed inspection reports;
 - b. costs broken down by location.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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



6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Basis of Payment;
- (f) the Contractor's bid dated _____. (insert at contract award)

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

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

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

6.12.2 Contract Administration

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

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

6.13 SACC Manual Clauses

A0285 (2007-05-25) Workers Compensation Certification- Letter of Good Standing
A9068 (2010-01-11) Government Site Regulations
G1005C (2016-01-28) Insurance - No Specific Requirement



6.14 Environmental Considerations

Where applicable, Contractors 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.

Shipping Requirements:

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



Annex A – Statement of Work

RCMP “V” DIVISION STATEMENT OF WORK FOR FIRE AND SAFETY TESTING AND INSPECTIONS.

Introduction and Objective(s):

Annual Fire and Safety equipment test and inspection for Royal Canadian Mounted Police (RCMP) Nunavut buildings in accordance with Nunavut and National Fire codes. The annual fire and safety inspection includes tests and inspections for:

- RCMP Detachments,
- RCMP storage, garages, warehouses
- RCMP owned houses
- RCMP police vehicles (fire extinguishers only)

The following fire and safety items are to be inspected and tested.

- Emergency Lighting
- Exit Lighting
- Fire Alarm Systems (FAS)
- Fire Extinguishers
- Smoke and heat detectors
- Sprinklers (Iqaluit detachment only)

Scope and Pricing:

RCMP ‘V’ Division has a requirement for annual fire and safety testing, validation and inspection checks for 25 (twenty five) communities. It includes detachments, detachment out-buildings, houses and vehicle fire extinguishers.

The scope includes supply and replacement of minor materials where required. Minor materials include fire extinguishers, fire extinguisher brackets, batteries for FAS systems and batteries for emergency battery pack light units.

Contractor to quote cost per site, all communities in each region for total of all sites. Quote to include supply/transport, travel, accommodation, labour, miscellaneous and minor materials and supervision of work.

Kitikmeot Region	Kivalliq Region	Qikiqtani Region
<ul style="list-style-type: none">• Cambridge Bay• Gjoa Haven• Kugaaruk• Kugluktuk• Taloyoak	<ul style="list-style-type: none">• Arviat• Baker Lake• Chesterfield Inlet• Coral Harbour• Nauyasat• Rankin Inlet• Whale Cove	<ul style="list-style-type: none">• Arctic Bay• Cape Dorset• Clyde River• Grise Fiord• Hall Beach• Igloolik• Iqaluit Detachment• Iqaluit Hanger• Kimmirut• Pangnirtung• Pond Inlet• Qikiqtarjuaq• Resolute Bay• Sanikiluaq



Inventory of RCMP facilities and police vehicles

This is an overview of buildings and vehicles. The inventory for garages and storage sheds (out-buildings) are approximate counts.

- 25 detachments
- 72 housing units
- 40 storage, warehouses, workshops, garage and utility buildings
- 1 hanger
- 15-20 police vehicles in Iqaluit, marked and un-marked vehicles.
- 2-5 marked police vehicles in each community.

Requirement for inspections and testing of fire and safety equipment for out-buildings is limited to heated storage, warehouse, workshop and garages. Requirement for police vehicles is an annual check, testing and replacement where required.

Five detachments have integrated and attached housing. The attached housing are transient quarters and not occupied full time. The FAS system extends into these units.

Annual fire and safety testing and inspections for houses is for RCMP owned houses only.

Iqaluit Detachment/Headquarters building is only facility with sprinkler system.

Exemptions and Clarifications.

Upon award, contractor to confirm with detachment commander total number of heated storage, warehouse, garage and workshop buildings and number of police vehicles in each community. See Appendix D.

Not all devices are present in all buildings, for example, emergency battery pack lighting is not installed in all generator rooms, mechanical rooms, garages, workshops or houses.

Fire Alarm Systems

Taloyoak FAS was replaced November 2017. This system will not require FAS annual test. Annual inspection and test of remaining fire and safety systems is required for detachment, out-buildings and houses.

New Arviat Detachment will be completed January/February 2018. New Arviat detachment will not require annual FAS or testing of other fire and safety equipment in 2018 but will require annual services the following year. Following occupancy of new detachment, old Arviat detachment will remain in operation as a storage building. Fire and safety annual inspection and testing requirements are required for old Arviat detachment.

Fire Extinguishers

In communities, majority of detachments have 2-3 fire extinguishers based on number of exits from building. There may be additional fire extinguishers in cell block area and in larger detachments.

Detachment generator rooms with a separate entrance, or on a different floor from detachment office, or where generator is located in an out-building, a fire extinguisher is to be installed on inside of generator room or on exterior wall next to generator room door. Contractor to supply and install any missing, defective or incorrectly sized brackets for existing extinguishers Contractor to supply (carry in/ship) sufficient units to install new units in generator room if there are no units currently present.

Fire extinguishers are required for heated out-buildings only. If present in non-heated buildings units are to be checked/tested or replaced. Contractor to supply and install any missing, defective or incorrectly sized brackets for existing extinguishers. Contractor report to list all out-buildings with or without extinguishers. Buildings without extinguishers, will be shipped at a later date.



Fire extinguishers are required for all houses. As a minimum, one unit is to be hung on brackets on wall close to regularly used exit/entrance. A second unit will be installed in shared mechanical rooms, or in mechanical rooms that are separate from main living space – i.e. entrance floor where living quarters are on above floor.

- Contractor to supply (carry in/ship) sufficient units to replace expired units. Contractor to supply (carry in/ship) sufficient units to install new units in house if no units currently present. Contractor to supply and install any missing, defective or incorrectly sized brackets.
- If second unit is not present in house within the separate and/or shared building mechanical rooms, contractor report to list all locations without extinguishers. These will be shipped in at a later date.

In communities, there are between 2-5 vehicles. Contractor to supply (carry in/ship) sufficient units to replace expired extinguishers.

Emergency Lighting - battery packs

Emergency battery packs are required for each house in living area and in mechanical room if mechanical room is separate room from living space. Installation of missing units will be done at a later date. Report from contractor to list if unit is present or not. If present, unit is to be tested.

Emergency battery packs are required for all out-buildings with electrical service. Report from contractor to list if unit is present or not. If present, unit is to be tested.

Emergency battery packs are required for each detachment mechanical and generator room. Does not apply to furnace/mechanical closet. The installation of missing units will be done at a later date. Report from contractor to list if unit is present or not. If present, unit is to be tested.

Emergency Exit lights

Emergency exit are required for all out-buildings that have electrical service. Report from contractor is to list if unit is present or not. If present, unit is to be tested. The installation of missing units will be done at a later date by electrical contractor.

Smoke detectors – houses

Smoke detectors are required for each house. Identify any unit 10 years or older, as per manufacturer date. If tester cannot identify date unit was manufactured, list unit for replacement. Identify any unit that is manufacturer recalled e.g. Kiddie. Identify and report if unit is a combined smoke and CO detector. See additional reporting requirements in following section. All units identified for replacement will be shipped in at a later date.

Annual Preventative Maintenance and Testing for Fire and Safety equipment:

The following services to be provided:

Inspections to be conducted by a qualified C.F.A.A. (Canadian Fire Alarm Association) or Certified Personnel as per Government of Nunavut. Contractor to supply copy of CFAA qualification of testers or proof of journeyman electrician, electrician licensed to provide services in Nunavut. Proof is to be provided prior to award.

Inspection must include testing of all equipment including audible devices.

- **Fire Alarm Systems:**

- Inspection of the fire system as per CAN/ULC-S536-13, "Inspection and Testing of Fire Alarm Systems".
- Battery load testing as per CAN/ULC-S536-13, Section 6.3.2
- Replace FAS batteries at 5 year manufacturer date.
- Smoke (artificial) test of smoke detectors located in cells.
- Provide a report on inspections. Report to include any deficiencies or improvements required.
- Provide Certificate of inspection as requested by Nunavut's fire Act



- **Sprinkler System**

- Inspection and testing of sprinkler system as per CAN/ULC-S536-13 and NFPA 25 "Inspection, Testing and Maintenance of Water-based Fire Protection Systems".
- Provide a report on inspections. Report to include any deficiencies or improvements required.
- Sprinkler system is located at Iqaluit detachment, no other buildings have sprinkler systems.

- **Portable Fire Extinguishers:**

- Visual inspection of all portable fire extinguishers and/or fire hose cabinets as per NFPA#10. For fire extinguishers NFPA, "Standard for Portable Fire Extinguishers"
- Identify all repairs, additional maintenance, recharging /replacements undertaken by contractor.
- Replace all extinguishers that are 6 years of age or older as per manufacturer date. Contractor to supply new extinguishers. Contractor to discharge old units for disposal by RCMP.
- Ensure building extinguisher units are mounted close to primary and/or approved exits. Contractor to supply brackets and install if there are missing brackets
- Provide a report on inspections. Report to include any deficiencies or improvements required.

- **Battery Operated Emergency Lighting Units:**

- Annual inspection of the battery operated emergency lighting system as per NFPA #10, NBC 2010 Part 9, Articles 9.9.12.1 and 9.9.12.3.
- Replace all batteries 5 year manufacturer date. Contractor to supply and install replacement batteries.
- Provide report of inspection, noting number of (counts) units that are/are not LED. Report to include any deficiencies or improvements required.

- **Smoke Detectors:**

- Inspection of all wired-in and/or standalone battery-operated smoke alarms as per CAN/ULC S536-04, Section 5.4.7 and CAN/ULC-S552 "Maintenance and Testing of Smoke Alarms."
- All smoke detector units as part of FAS or wired-in/standalone battery units are to be tested using artificial smoke
- Identify all damaged units and/or unit 10 years old or older for replacement.
- Identify all non-compliant units that have been recalled such as "Kidde".
- Provide a report on inspections, noting any non-compliant or smoke detectors requiring replacement.
- Report for houses to identify if smoke detectors are wired-in models or battery-operated models or combination of both. Report on houses to list location (name room) of each smoke detector and its type. e.g. master bedroom, hallway, mechanical rooms, etc.

- **Heat detectors and duct detectors**

- With exception of Iqaluit detachment, it is unknown if there are heat and/or duct detectors on detachment FAS. Contractor to identify and test these units as required.
- Testing to be as per CAN/ULC-S530-M91 "Standard for Heat Actuated Fire Detectors for Fire Alarm Systems.
- Provide a report on inspections. Report to include any deficiencies or improvements required.

- **Emergency Exit lights**

- Inspection of all exit lights as per NFC 2015 Edition, Article 2.7.3.1 and 2.7.3.1 (1).
- If exit light has combined emergency battery light, test same as battery operated emergency light units.
- Provide report of inspection, noting any units that require replacement/upgrade due to failure of unit (excepting battery).



Tasks/Technical Specifications: (information on quotation, description of deliverables)

The contractor will provide the following:

- All work to be completed during regular working hours 09:00 to 17:00 Monday to Friday or extended hours as arranged with Detachment. Commander.
- All packaging will be removed by contractor and brought off-site. Contractor to dispose of at local waste facilities.

Travel & Materials Shipment:

Contractor to deliver service to the above mentioned locations in Nunavut.

Contractor to carry/ship new extinguishers for on-site replacement of expired units. Contractor to carry/ship batteries for on-site replacement of expired or damaged battery units.

Reports:

Reports for all inspections can be provided electronically in PDF format. Annual FAS system certificates can be provided electronically, in PDF format.

In addition to standard code reporting (see Annual Preventative Maintenance and Testing section) there are other reporting requirements. Refer to Exemptions and Clarifications section and Annual Preventative Maintenance and Testing section

Deliverables:

Inspections to be completed by 30 May, 2018 with reports sent to Asset Management by 22 June, 2018.



Appendix A: RCMP Nunavut Buildings by Location

Community	Detachment	Housing Units	Out-buildings: Garage, Workshop, Warehouse, Storage
Arctic Bay	1	2 houses	1 not heated
Arviat*	2	1 duplex (2 units) 2 houses	2 not heated
Baker Lake	1	1 duplex (2 units) 2 Houses	1 heated 1 not-heated
Cambridge Bay	1	6 houses	2 heated
Cape Dorset	1	1 duplex (2 units) 2 houses	3 heated 2 not heated 3 decommissioned houses
Chesterfield Inlet (detachment & attached transient quarters)	1	1 duplex (2 units)	2 not-heated
Clyde River	1	1 duplex (2 units)	2 heated
Coral Harbour	1	1 duplex (2 units)	1 heated
Gjoa Haven	1	1 upper & lower (2 units) 1 house	1 heated
Grise Fiord	1	2 houses	1 heated 1 not heated
Hall Beach	1	2 houses	1 heated
Igloolik	1	1 duplex (2 units) 1 house	2 heated 2 not heated
Iqaluit - HQ	1	Not applicable	Not applicable
Iqaluit - Hanger	1	Not applicable	Not applicable
Kimmirut (Detachment & attached transient quarters)	1	1 duplex (2 units)	1 heated
Kugaaruk (Detachment & attached transient quarters)	1	2 houses	1 not heated
Kugluktuk	1	6 houses	1 heated 2 not heated
Nauyasat/Repulse Bay (Detachment & attached transient quarters)	1	1 duplex (2 units)	Not applicable
Pangnirtung	1	1 duplex (2 units) 2 houses	2 heated 1 not heated
Pond Inlet	1	1 duplex (2 units) 2 houses	1 heated 1 not heated 1 decommissioned house
Qikiqtarjuaq	1	2 houses	1 heated
Rankin Inlet	1	6 houses	2 heated (one former house) 2 not heated (one former house)
Resolute Bay	1	2 houses	1 heated
Sanikiluaq	1	1 duplex (2 units)	1 heated
Taloyoak	1	2 houses	1 heated 3 not heated
Whale Cove (Detachment & attached transient quarters)	1	1 duplex (2 units)	Not applicable

Notes:

- * Arviat Detachment – refer to Exemptions and Clarifications section.



-
2. One house is one unit. A duplex or upper and lower house is two housing units.
 3. Warehouses, garages, storage buildings. Heated buildings may have furnaces/forced air units, boilers, and/or unit heaters (electrical or forced air).
 4. Decommissioned buildings (houses or storage buildings) not in use as storage do not require inspections.



Annex B - SECURITY REQUIREMENTS CHECK LIST
(Attached separately)



Annex C-Basis of Payment

- All rates are to be provided in Canadian Dollars, Incoterms 2010 "DDP Delivered Duty Paid", GST/HST extra, including transportation, travel time, vehicle surcharge/costs, labour, supervision, equipment.
- Annex C must be completed in its entirety, including the option years pricing, or the tender/bid will be considered non-responsive and will not be evaluated. Fixed Fees for Services and Materials will be used for Evaluation.

The Contractor will be paid a fixed fee for services as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Year One – Date of Contract Award for a period of one (1) year inclusive.

Part A – Fixed Fees for Services:

Fixed Fees for Services:	Fixed Fee (CAD):
Provide report on each facility listed as per Annex A, Statement of Work *cost per location will be requested upon award of Contract.	\$ _____(1)

Part B – Materials not included as part of the Minor Materials listed in Annex A

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

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

Materials	Mark-up (a)	*Estimated Expenditure (b)	Mark-up on Estimated Expenditure (a) x (b) = c	Extended Price (b) + (c) = d
Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____%.	_____%	\$16,000.00	\$ _____	\$ _____(2)



First Option Period – One (1) Year

Part C – Fixed Fees for Services:

Fixed Fees for Services:	Fixed Fee (CAD):
Provide report on each facility listed as per Annex A, Statement of Work *cost per location will be requested upon award of Contract.	\$ _____(3)

Part D – Materials not included as part of the Minor Materials listed in Annex A

- i) Mark-up is defined as the difference between the vendor's laid -down cost for a product or service and the resale price to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.
- ii) Laid down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage, but excludes GST/HST taxes.

Materials	Mark-up (a)	*Estimated Expenditure (b)	Mark-up on Estimated Expenditure (a) x (b) = c	Extended Price (b) + (c) = d
Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of ____%.	_____ %	\$16,000.00	\$ _____	\$ _____(4)

Second Option Period – One (1) Year

Part E – Fixed Fees for Services:

Fixed Fees for Services:	Fixed Fee (CAD):
Provide report on each facility listed as per Annex A, Statement of Work *cost per location will be requested upon award of Contract.	\$ _____(5)

Part E – Materials not included as part of the Minor Materials listed in Annex A

- i) Mark-up is defined as the difference between the vendor's laid -down cost for a product or service and the resale price to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.
- ii) Laid down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage,



but excludes GST/HST taxes.

Materials	Mark-up (a)	*Estimated Expenditure (b)	Mark-up on Estimated Expenditure (a) x (b) = c	Extended Price (b) + (c) = d
Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____%.	_____%	\$16,000.00	\$ _____	\$ _____(6)

*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 Contract.

	Total Evaluated Price
Total Evaluated Price = 1 + 2 + 3 + 4 + 5 + 6	\$ _____



Annex D – 2016-17 Emergency Lighting and Fire Inspection Testing

-VDIV_TEAM vs Reports_May 23, 2017_SOW

(for copy of this report please contact the Contracting Officer via email)



Annex E – Team Identification Form

Indicate name(s) of Red Seal Journeyperson Electrician(s) in Offerors' employ who is authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law and a copy of the license must be provided prior to Contract issuance:



Appendix B
COST ESTIMATE FORM FOR MATERIALS

Contractor: _____ **Contract #** _____

Date: _____ **Location:** _____

Description of Work:

(Please attach a separate sheet if required)

(i) Direct Material Costs*	Contractor's Laid-Down Cost	Mark-up	Total
Replacement Parts		x 1.____%	
Repair Parts		x 1.____%	
Other Material (Specify:_____)		x 1.____%	
Total Direct Material Costs (GST/HST extra)			

*Materials will be charged at our laid-down cost plus a mark-up of _____% *(to be completed at time of contract award)*

Contractor signature: _____ **RCMP Approval:** _____

Print Name: _____ **Print Name:** _____