



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

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

Fax No. - No de FAX:
(306) 780-5232

**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: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Fire Suppression System Inspection and Maintenance		Date June 25, 2018
Solicitation No. – N° de l'invitation M5000-18-7412/A PW-18-00832584		
Client Reference No. - No. De Référence du Client 201807412		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 p.m.	Central Standard Time (CST) Heure normale du centre (HNC)
On / le :	August 8, 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 Rachel Sookoo, Procurement Officer		
Telephone No. – No. de téléphone 639-625-3291	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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Security Requirement
- 1.2. Statement of Work
- 1.3. Debriefings
- 1.4. Procurement Ombudsman
- 1.5. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Optional Site Visit
- 2.3. Promotion of Direct Deposit Initiative

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1. Security Requirement
- 6.2. Statement of Work
- 6.3. Standard Clauses and Conditions
- 6.4. Term of Contract
- 6.5. Authorities
- 6.6. Proactive Disclosure of Contracts with Former Public Servants
- 6.7. Payment
- 6.8. Invoicing Instructions
- 6.9. Certifications and Additional Information
- 6.10. Applicable Laws
- 6.11. Priority of Documents
- 6.12. Procurement Ombudsman
- 6.13. SACC Manual Clauses
- 6.14. Environmental Considerations



List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Mandatory Technical Criteria
Annex D	Checklists
Annex E	Security Requirements Check List
Annex F	Integrity Form – Bidder's Information
Annex G	Bid Submission Checklist



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. 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 \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. 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 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.

1.4. 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.

1.5 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 Canada-European Union 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>) 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 Saskatchewan.



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 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Fort Dufferin which is accessible through the Bonner Drive gate on July 11, 2018 at 10:00 a.m.

Security identification tags are to be picked up from the Security Administration Unit at Fort Dufferin. Government issued photo identification must be provided when picking up security identification tags.

Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

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

Bidders must submit their financial bid in accordance with the 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

Section II: 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

4.1.1.1 Mandatory Technical Criteria

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 Interprovincial Red Seal Journeyman Sprinkler Fitter. Employee(s) names must be identified in Annex C and submitted with the offer, and a copy of the Journeyman certificate(s) attached.

4.1.2 Financial Evaluation

Refer to Annex B, Basis of Payment

A+B+C+D+E+F+G+H+I+J+K+L+M+N+O+P+Q+R = Total Evaluated Price

Item 17 will not be evaluated.

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.

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price



4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis 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 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.

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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.

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 (SRCL and related clauses) apply and form part of the Contract.

The contractor is required to have all personnel working on site to be security cleared at the level of **Facility Access with Escort (FA02)** 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.

6.2 Statement of Work

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

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>) 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

Period of Contract is from award date for a four (4) year period.

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 additional one year periods 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 thirty (30) 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.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rachel Sookoo, Procurement Officer
Royal Canadian Mounted Police
5600 - 11th Ave
Regina, SK S4P 3K7
Telephone: 639-625-3291 Facsimile: 306-780-5232 E-mail: rachel.sookoo@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: (to be completed 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 (to be completed at contract award)

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 price as specified in Annex B for a cost of \$ _____ (to be completed at contract award). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

SACC *Manual* clause C6000C (2017-08-17), Limitation of Price

6.7.3 Multiple Payments

SACC *Manual* clause H1001C (2008-05-12) Multiple Payments

6.7.4 SACC Manual Clauses

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

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.
2. Invoices must be distributed as follows:
 - (a) The original must be forwarded to the attention of the Project Manager at the address below for certification and payment:

RCMP Depot Division
Attn: Works
PO Box 6500, 5600 – 11th Ave
Regina, SK S4P 2K7
 - (b) The costs must be broken down between locations, as follows:

Depot: all TBU and TPR numbers
F Division Headquarters: FBU324 and FBU278 (including ERT Building, trailer and link)
Support Services Building: FBU323



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 Saskatchewan.

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), Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Checklists;
- (f) Annex E, Security Requirements Check List;
- (g) the Contractor's bid dated _____ (*to be completed upon award of contract*)

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

A9019C (2011-05-16) Hazardous Waste Disposal
A9068C (2010-01-11) Government Site Regulations
B1501C (2006-06-16) Electrical Equipment
G1005C (2016-01-28) Insurance – No Specific Requirement

6.14 Environmental Considerations:

Where applicable, suppliers are encouraged to consider the following environmental 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/Packaging Considerations
 - Where applicable, suppliers are encouraged to:
 - Minimize packaging
 - Include recycled content in packaging;
 - Re-use packaging;
 - Include a provision for a take-back program for packaging;
 - Reduce/eliminate toxics in packaging.



ANNEX "A" STATEMENT OF WORK

Work under this contract will involve, but is not limited to the following: supply of all labour, material, tools, equipment, transportation, and supervision necessary for testing, maintenance, inspection and annual certification of the fire alarm systems including all end devices, annual certification of all backflow preventers located on site (approximately 133), bi-annual flushing of the fire hydrants (approximately 36), and the annual certification of the fire sprinkler systems (approximately 31 wet systems, 11 dry systems, and 7 Pre-action systems) as per the Mandated Inspection Work Orders, located at the Depot Training Academy, F Division Headquarters, and the Support Services Building in Regina, Saskatchewan. Upon completion of annual certification, the Contractor must submit a written report within 30 days.

All maintenance and inspection service will be performed once a year, during the month of June and fire hydrants will be flushed in April, and again in September unless otherwise stated. All issued Mandated Inspection Work Orders must be completed and returned back to the Project Manager within one (1) business day of completing the work.

All testing, maintenance and inspections must be completed by qualified a Journeyperson Sprinkler Fitter in accordance to the type of equipment and worked being performed. All backflow testing must be done by technicians licensed by the City of Regina.

Work will be scheduled through the Project Manager (contact will be provided upon contract award) and completed during regular working hours; Monday to Friday 0700 – 1630. Prior to commencement of work a minimum three (3) day notice must be provided to the Project Manager for scheduling purposes.

A) FIRE SPRINKLERS

Fire Sprinklers

1. Test sprinkler alarms- wet systems through inspector's test connection, others through by-pass.
2. Test supervisory service alarm devices. (i.e.: flow switches)
3. Test water supply through sprinkler drain and record normal and flowing pressures.
4. Test operation of excess pressure pump and/or air compressor.
5. Inspect priming water level in dry pipe valves.
6. Inspect to ensure control valves are opened and sealed.
7. Inspect supply of spare sprinklers and wrenches.
8. Inspect fire department pumper connection for accessibility. Ensure plugs and caps are in place.
9. Test and adjust the antifreeze solutions.
10. Inspect exposed sprinkler piping hangers for good repair.
11. Replace sprinklers in ventilation hoods and spray booths.
12. Clean strainer in alarm line to mechanical sprinkler alarm.



-
13. Change oil in air compressor.
 14. Inspect premises for obstructions to sprinklers or the omission of sprinklers.
 15. Inspect sprinkler heads where visible from the floor and ensure they appear free from damage, corrosion, grease, dust, paint or whitewash, and recommend replacement where necessary.
 16. Inspect if any sprinklers need guards to protect against a possibility of mechanical damage.
 17. Remove plugs from fire department connection and inspect threads for wear, rust, or obstruction. Re-secure plugs- wrench tight.
 18. Lubricate water motor or mechanical sprinkler alarm.
 19. Inspect dry pipe entry to freezers for ice formation.

B) FIRE ALARM

Fire Alarm Control Panel

1. Test supervision and alarms of all initiating and signal circuits.
2. Inspect all module components, lamps, connectors, and wiring.
3. Test ground detection circuit
4. Test standby power system and batteries.
5. Test circuit to Andover Fire monitoring system.

Remote Annunciator Panels

1. Test lamps and wiring.
2. Verify correct zoning to control panel.

Fire Alarm Devices (Approximately 1826 devices in total)

Test, clean, and adjust all of the following:

1. Manual pull stations
2. Alarm bells
3. Rate-of-rise heat detectors
4. Fixed temperature heat detectors
5. Self restoring smoke detectors
6. Standalone smoke alarms
7. Smoke detectors-duct mounted
8. Door hold-open devices
9. Indicator lights
10. Sprinkler alarm supervisory devices
11. Phones



Wiring Circuitry

1. Test zone fire alarm circuits
 2. Test zone trouble alarm circuits
 3. Test for correct voltage
 4. Test and check line resistors
- C) BACK FLOW PREVENTOR'S
1. Annual certification testing of all backflow preventor devices and associated components, to be completed annually.
- D) VENTILATION HOODS AND SPRAY BOOTHS
1. Inspect sprinklers in ventilation hoods and spray booths for cleanliness and protective coatings. Perform a complete test of all of the mechanics within the system as well as replace the fusible links during each inspection. These systems must be tested bi-annually.
- E) FIRE HYDRANTS
1. Inspect, maintain, and flush all fire hydrants in April, and again in September where they will be drained or pumped down in order to ensure they are ready for winter.

ANNUAL REPORT

Upon completion of annual certification, the Contractor must submit a written report within 30 days. The report must include: a Certification Report, a Deficiency Report including corrective recommendations, repair quotation, and date the repair can be completed. The Annual Report will be provided in a pdf format electronically as well as one (1) hard copy for Depot Training Academy, and one (1) hard copy for F Division Headquarters which includes the Support Services Building as a separate section.

NOTE: No corrective actions or repairs, that are not covered under the testing, maintenance, inspection of this contract, will be done without the prior approval from the Project Manager.

Contact the Contracting Authority by email at rachel.sookoo@rcmp-grc.gc.ca to obtain a list of equipment.



ANNEX "B"
BASIS OF PAYMENT

All rates are to be provided in Canadian Dollars, GST/HST extra. Rates to include labour, material, tools, equipment, transportation, supervision, travel time and vehicle surcharge/costs.

Period of Contract is from award date for a four (4) year period plus two (2) additional twelve (12) month option periods.

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

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.



Table B.1.									
Description	Item	Frequency	Location	Year One	Year Two	Year Three	Year Four	Option Year One	Option Year Two
Firm inclusive price for the annual Fire Sprinkler testing and certification	1	annually	Depot	\$	\$	\$	\$	\$	\$
	2	annually	F Div	\$	\$	\$	\$	\$	\$
	3	annually	Support Services	\$	\$	\$	\$	\$	\$
Firm inclusive price for the Fire Alarm testing and certification	4	annually	Depot	\$	\$	\$	\$	\$	\$
	5	annually	F Div	\$	\$	\$	\$	\$	\$
	6	annually	Support Services	\$	\$	\$	\$	\$	\$
Firm inclusive price for the certification of backflow preventers	7	annually	Depot	\$	\$	\$	\$	\$	\$
	8	annually	F Div	\$	\$	\$	\$	\$	\$
	9	annually	Support Services	\$	\$	\$	\$	\$	\$
Annual Totals (sum of 1 to 9)				\$	\$	\$	\$	\$	\$
				A	B	C	D	E	F



Table B.2.									
Description	Item	Frequency	Location	Year One	Year Two	Year Three	Year Four	Option Year One	Option Year Two
Firm inclusive price for the flushing of the ventilation hoods and spray booths	10	bi-annually	Depot	\$	\$	\$	\$	\$	\$
Firm inclusive price for the flushing of the fire hydrants	11	bi-annually	Depot	\$	\$	\$	\$	\$	\$
	12	bi-annually	F Div	\$	\$	\$	\$	\$	\$
	13	bi-annually	Support Services	\$	\$	\$	\$	\$	\$
Bi-Annual Totals (sum of 10 to 13)				\$	\$	\$	\$	\$	\$
(multiply x 2)				x 2	x 2	x 2	x 2	x 2	x 2
Annual totals				\$	\$	\$	\$	\$	\$
				G	H	I	J	K	L



Table B.3.								
Description	Item	Estimated quantity (a)	Year One Hourly Rate (b)	Year One Extended (a x b)	Year Two Hourly Rate (c)	Year Two Extended (a x c)	Year Three Hourly Rate (d)	Year Three Extended (a x d)
Price per hour during regular working hours (Monday to Friday, 07h00 to 16h30 hrs)	14	100	\$	\$	\$	\$	\$	\$
Price per hour outside regular working hours (Monday to Friday)	15	10	\$	\$	\$	\$	\$	\$
Price per hour weekends and statutory holidays	16	10	\$	\$	\$	\$	\$	\$
Sum of items 14-15-16				\$		\$		\$
				M			N	O

Description	Item	Estimated quantity (a)	Year Four Hourly Rate (e)	Year Four Extended (a x e)	Option Year One Hourly Rate (f)	Option Year One Extended (a x f)	Option Year Two Hourly Rate (g)	Option Year Two Extended (a x g)
Price per hour during regular working hours (Monday to Friday, 07h00 to 16h30 hrs)	14	100	\$	\$	\$	\$	\$	\$
Price per hour outside regular working hours (Monday to Friday)	15	10	\$	\$	\$	\$	\$	\$
Price per hour weekends and statutory holidays	16	10	\$	\$	\$	\$	\$	\$
Sum of items 14-15-16				\$		\$		\$
				P			Q	R



Item 17

Year One	Year Two	Year Three
Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.

Year Four	Option Year One	Option Year Two
Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of contract.

This page is not included in the financial evaluation.



Annex "C"
Mandatory Technical Criteria

The Offeror must have in their employ, at least one Interprovincial Red Seal Journeyman Sprinkler Fitter.

Employee(s) names must be identified below and submitted with the offer, and a copy of the Journeyman certificate(s) attached.

Failure to do so will result in your offer being declared non-responsive, and will be given no further consideration.



ANNEX "D"

CHECKLISTS

At least semi-annually, all systems shall be thoroughly inspected, tested and documented for proper operation by trained competent personnel. Tests shall be in accordance with the appropriate NFPA or Canadian Standards.

Some protected area conditions could require inspections more frequent than semi-annually. A service contract with an approved fire protection contractor is recommended. The inspection and test is to be conducted in accordance with the manufacturer's recommendations and procedures and appropriate NFPA standards and guides.

1. Detection. All detectors are to be checked for proper alarm, supervision, and trouble functions.
2. Actuation
 - a) Remove automatic actuation controls from agent containers. Test detection system to operate the necessary circuit(s) to simulate agent release.
 - b) Operate all manual devices to simulate agent release.
 - c) After testing, reset and reinstall all actuation controls.
3. Containers
 - a) Examine all containers for evidence of corrosion or mechanical damage.
 - b) Inspect container bracketing and supports to determine that their condition is satisfactory.
4. Piping and Nozzles
 - a) Inspect piping for evidence of corrosion.
 - b) Inspect pipe hangers and straps to see that the piping is securely supported.
 - c) Inspect nozzles for proper position and alignment and determine that the orifices are clear and unobstructed.
 - d) Inspect nozzle seals, if applicable, for signs of deterioration and replace if necessary.
5. Auxiliary Equipment
 - a) Operate all auxiliary and supplementary components such as switches, door and window releases, interconnected valves, fire and smoke damper releases, air-handling equipment shutdown, and supplementary alarms to ensure that they are in proper operating condition.
 - b) Return all devices to normal "operating" condition after testing.

All testing must comply with the most current rules/regulations and procedures as outlined and indicated in the 2015 National Fire Code of Canada.



All testing must comply with NFPA 25 -2014 for the Water-based Fire Protection Systems, including hydrants and backflow preventers, and CAN/ULC-S536-13 Testing and Maintenance of Fire Alarm Systems.

Wet Chemical Extinguishing Systems -every six months

General Note: The maintenance procedures below shall be followed in conjunction with the manufacturer's instruction manual and recommendations. Ensure all safety precautions are followed as directed by the manufacturer.

General Note: A service technician who performs maintenance on an extinguishing system shall be trained and shall have passed a test that is acceptable to the authority having jurisdiction. The service technician shall possess a certification document confirming these requirements and issued by the manufacturer or testing organization acceptable by the authority having jurisdiction.

General Note: Each wet chemical system shall have a tag or label securely attached, indicating the month and year the maintenance is performed and identifying the person performing the service. Only the current tag or label shall remain in place.

1. At least semi-annually, maintenance shall be conducted in accordance with the manufacturer's listed installation and maintenance manual.
2. Maintenance shall include the following:
 - a) An inspection to see that the hazard has not changed.
 - b) An inspection of all detectors, the expellant gas container(s), the agent container(s), releasing devices, piping, hose assemblies, nozzles, signals, all auxiliary equipment, and the liquid level of all non-pressurized wet chemical containers.
 - c) Verification that the agent distribution piping is not obstructed. This can be done by: disassembly of all piping, conducting a full or partial discharge test, or utilizing other methods recommended by the manufacturer.
3. Where semi-annual maintenance of any wet chemical containers or system components reveals conditions such as, but not limited to, corrosion or pitting in excess of the manufacturer's limits, structural damage or fire damage, or repairs by soldering, welding, or brazing, the affected part(s) shall be replaced or hydrostatically tested in accordance with recommendations of the manufacturer or the listing agency.
4. All wet chemical systems shall be tested, which shall include the operation of the detection system signals, and releasing devices, including manual stations and other associated equipment. A discharge of the wet chemical normally is not part of this test.
5. Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the affected parts shall be replaced or repaired in accordance with the manufacturer's recommendations.



6. Until such repairs are accomplished, the systems shall be tagged as noncompliant, and the owner or owner's representative responsible for the system and the authority having jurisdiction shall be notified of the impairment.

7. When all repairs have been accomplished and the system has been restored to full operation conditions, all previously noted parties shall be informed that the system is in fully operating condition.

8. Fixed temperature-sensing elements of the fusible metal alloy type shall be replaced at least semi-annually from the date of installation or more frequently, if necessary. They shall be destroyed when removed. (Note: The date of manufacture marked on fusible metal alloy-temperature sensing elements does not limit when they can be used. These devices have -unlimited shelf life. This note is to require replacement of fusible metal alloy-temperature sensing elements that have been installed for up to 1 year in environments subjecting them to contaminant loading, such as grease in restaurant hoods and ducts that could adversely affect their proper operation.

9. After any discharge or if insufficient charge is noted during an inspection or maintenance procedure, the following procedures shall be conducted in accordance with the manufacturer's design, installation, and maintenance manual:

(1) The system shall be recharged.

(2) The system shall be placed in the normal operating condition.

(3) Following a discharge, the piping shall be flushed and blown out with dry air or nitrogen in accordance with the manufacturer's design, installation, and maintenance manual.

10. Systems shall be recharged in accordance with the manufacturer's design, installation, and maintenance manual.

11. After any discharge, the system piping shall be flushed and blown out with dry air or nitrogen in accordance with the procedures detailed in the manufacturer's design, installation, and maintenance manual.

All testing must comply with NFPA 25 -2014 for the Water-based Fire Protection Systems, including hydrants and backflow preventers, and CAN/ULC-S536-13 Testing and Maintenance of Fire Alarm Systems .

All testing must comply with the most current rules/regulations and procedures as outlined and indicated in the 2015 National Fire Code of Canada.



Fire Suppression/Extinguisher System - Clean Agent -every six months

1. Inspect the agent cylinders or spheres for weight loss greater than 5% or pressure loss greater than 10%. Refill or replace the containers.
2. Cylinder pressure gauge should read 2500 kPa @ 20 degrees Celsius. Record this pressure information and/or weight of cylinder on date tag attached to container. Sign and date the tag.
3. Inspect that manual emergency release controls are unobstructed.
4. Inspect piping and nozzles are secure and heat and smoke detectors are clean.
5. Complete the Inspection Report and forward to Building Manager and Property-Manager.

All testing must comply with the most current rules/regulations and procedures as outlined and indicated in the 2015 National Fire code of Canada

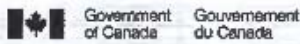
All testing must comply with NFPA 25 -2014 for the Water-based Fire Protection Systems, including hydrants and backflow preventers, and CAN/ULC-S536-13 Testing and Maintenance of Fire Alarm Systems .



ANNEX "E"
SECURITY REQUIREMENTS CHECK LIST

SRCL#2018-1116487 (T)

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

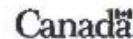


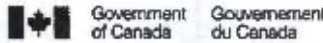
SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale du Directeur NWR, Depot Academy, Regina, SK	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail RCMP Depot, F Dry and FBU 323 Fire alarm and sprinkler testing - <i>Contractor will have access to sanitized drawings - MT.</i>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/> <i>MT</i>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> <i>MT</i>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> <i>MT</i>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Facility Access





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

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

<input type="checkbox"/> RELIABILITY STATUS CÔTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	RCHP Facility Access level 2 with escort (FAZ) When accessing Security Zones and High Security zones a subject MAT. Special comments: Facility Access with escort - level 2 matter expert must provide escort.		

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Facility Access





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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO CONFIDENTIAL	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
	A	B	C								A	B	C				
Information Assets / Informations / Bases de Données	✓	✓															
IT Assets / Supports TI / Logiciels																	

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



ANNEX "F"

INTEGRITY FORM - BIDDER'S INFORMATION



Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada

List of names for integrity verification form

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (optional):
Solicitation or transaction number:



Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

List of names

Name	Title

Declaration

I, (name) _____, (position) _____, of (supplier's name) _____ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.



Annex "G"
BID SUBMISSION CHECKLIST

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

Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

or

Fax # 306-780-5232

Ensure the following pages are completed in full and attached:

- Front Page of Request for Standing Offer – signed & dated
- Front Page of Amendment document(s) (if applicable) – signed & dated
- Annex "B" Basis of Payment – must be completed in full (all tables)
- Annex "C" Mandatory Technical Criteria
- Annex "F" Bidder's Information