



REQUEST FOR PROPOSAL – COVER SHEET

TITLE: Pick-up, Delivery, Cartage, Mail and Messenger Services in the National Capital Region (Including the Handling of Infectious Substances and Live Animals)

DATE OF RFP: Wednesday, September 12, 2018

Contracting Officer:
Ashley Bennett

Telephone: (613) 773-7769
E-mail: Ashley.Bennett@canada.ca

EMAIL ADDRESS FOR BID DELIVERY ONLY:
cfia.bidreceipt-receptiondesoumission.acia@canada.ca

****Please clearly indicate the Request for Proposal (RFP) reference number in the Subject line of your email**

**Solicitation closes at: 2:00 p.m. local time (Ottawa, Ontario)
On: Tuesday, October 23, 2018**

The Canadian Food Inspection Agency (CFIA) is requesting proposals for services as detailed in Section 3. This is a Request For Proposal (RFP) as distinguished from an Invitation to Tender (ITT). The proposal must set out the means by which the technical, performance, time and other goals and objectives will be met, having regard to any stated requirements. The CFIA will consider entering into a contract with the supplier submitting the most acceptable proposal as determined by the evaluation factors set out in this RFP.

Neither the qualifying proposal which scores the highest points nor the one which contains the lowest cost will necessarily be accepted. The CFIA reserves the right to accept any proposal, as submitted without prior negotiations.

This Request For Proposal consists of the following:

- i. This cover page;
- ii. Section: 1 RFP Terms and Conditions;
- iii. Section: 2 Selection Methodology;
- iv. Section: 3 Statement of Work;
- v. Section: 4 Basis of Payment;
- vi. Section: 5 CFIA Contract Terms and Conditions;
- vii. Section: 6 Certifications;
- viii. Section: 7 Security Requirements Check List;
- ix. Section: 8 Insurance Requirements;
- x. Section: 9 Schedule of Stops With Building Locations;
- xi. Section: 10 Banking Procedures.



Name and address of the Bidder

Telephone number:

Fax number:

Bidder's Signature: The Bidder's signature indicates acceptance of the terms and conditions governing this Request for Proposal and certifies the content of the attached bidder's proposal. It also constitutes acknowledgement of receipt and acceptance of all documents listed above. The Bidder also recognizes having read and understood every and all terms and conditions in this RFP contained in the documents or incorporated by reference.

Signature

Date



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Section 1
RFP TERMS AND CONDITIONS

1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to seek proposals for services related to:
Pick-up, Delivery, Cartage, Mail and Messenger Services in the National Capital Region
(Including the Handling of Infectious Substances and Live Animals)

2.0 REVISION OF THE DEPARTMENTAL NAME

In this RFP all references to her Majesty, to the minister of Public Works and Government Services Canada (PWGSC), TO THE Crown, to Canada or to PWGSC shall be interpreted as a reference to the Canadian Food Inspection Agency (CFIA).

3.0 PROPOSALS DELIVERY INSTRUCTIONS

Proposals must be submitted to the Bid Receiving email address (**cfia.bidreceipt-receptiondesoumission.acia@canada.ca**) by **the time and date indicated** on the cover.

The Bidder has the sole responsibility for the timely receipt of a proposal by CFIA. Late bids will not be accepted. Please clearly indicate the RFP reference number in the Subject line of your email.

4.0 BID FORMAT

Proposals submitted in response to this RFP must be accompanied with a signed original of the bid solicitation cover page, duly completed, in accordance with paragraph 10, Proposal Preparation Instructions.

5.0 LOWEST BID

The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern.

6.0 VALIDITY OF BID

Bids will remain open for acceptance for a period of not less than **90 days** from the closing date of the bid solicitation, unless otherwise indicated by CFIA in such bid solicitation.

7.0 LANGUAGE

Bid documents and supporting information may be submitted in either English or French.

8.0 APPLICABLE LAW

The Contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province where the Contract will be performed.

9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME

Bids received on or before the stipulated bid solicitation closing date and time will become the property of CFIA and will not be returned. All bids will be treated as CONFIDENTIAL.

10.0 PROPOSAL PREPARATION INSTRUCTIONS

It is essential that the elements contained in a proposal be stated in a clear and concise manner. It is the responsibility of the Bidder to obtain clarification of the requirements if necessary, prior to submitting a proposal. Failure to provide complete information as requested will be to the Bidder's disadvantage. Bidders are requested to send their proposal in three (3) separate sections as follows:

Technical Proposal	(1 soft copy) "<u>with no reference to price</u>"
Financial Proposal	(1 soft copy)
Certifications	(1 soft copy)



10.1 **PREPARATION OF TECHNICAL PROPOSAL**
Proposals must be in accordance with the instructions detailed in this document. All Technical Proposals will be evaluated individually based on the selection methodology in section 3.

10.2 **PREPARATION OF FINANCIAL PROPOSAL**
Costs shall not appear in any other area of the proposal except in the Financial Proposal section.

This section of the proposal shall include a cost summary of the services required as detailed in section 4. The total estimated amount of GST or PST is to be shown separately if applicable.

11.0 ENQUIRIES – SOLICITATION STAGE

To ensure the integrity of the competitive bid process, enquiries and other communications regarding this procurement, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the Contracting Authority named herein. Enquiries and other communications are not to be directed to any other government official(s). Failure to comply with this clause will result in disqualification of your proposal.

All enquiries must be in writing, directed to the Contracting Authority named herein.

Enquiries must be received prior to 15:00 hours, Ottawa time, **24 hours** prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after this date will not be answered.

12.0 CONTRACTING AUTHORITY

The CFIA contracting authority is:

Canadian Food Inspection Agency
Procurement and Contracting Service Centre
59 Camelot Drive
Ottawa, Ontario K1A 0Y9

Attention: **Ashley Bennett**
Telephone: **(613) 773-7769**
E-Mail: **Ashley.Bennett@canada.ca**

13.0 PROPOSAL AND PRE-AWARD COST

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No cost incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

14.0 PROCUREMENT BUSINESS NUMBER

For procurement purposes, the Government of Canada uses a unique Procurement Business Number (PBN) to identify a company and its branches, divisions, or offices, where appropriate. The PBN is created using the entity's Canada revenue Agency Business Number.

All Canadian suppliers are required to have a PBN prior to contract award in order to receive a CFIA contract. In exceptional circumstances, CFIA may decide to award, at its own discretion, a contract to a supplier without a PBN. Non-Canadian companies are strongly encouraged to obtain a PBN.

Suppliers may register for a PBN in the Supplier Registration Information (SRI) service online at the Buy and Sell internet site at: <https://buyandsell.gc.ca>. In order for suppliers to be sourced by



government buyers, they must complete the registration process and activate their account in the SRI service.

For non-Internet registration, contact the Contracts Canada Info Line at 1-800-811-1148 or (819) 956-3440 in the National Capital Area, to obtain the telephone number of the nearest Supplier Registration Agent.

15.0 PRICE SUPPORT

The CFIA reserves the right to obtain price support in conjunction with the offer. Acceptable price support is one or more of the following, as determined by CFIA at the time of the request:

- a) Current published price list;
- b) paid invoices for like items (like quality and quantity) sold to other customers;
- c) price breakdown showing, if applicable, the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.

16.0 RIGHTS OF THE CFIA-ACIA

16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:

- a) Without any cost to CFIA, submit questions or conduct interviews to seek clarification or verify any or all information provided by the Bidder with respect to the RFP. The CFIA will provide 48 hours to allow Bidders to respond.
- b) Reject any or all proposals received in response to this RFP;
- c) Enter into negotiations with one or more Bidders or any or all aspects of its proposal;
- d) Accept any proposal in whole or in part without prior negotiation;
- e) Cancel and/or re-issue this RFP at any time;
- f) Award one or more contracts, if applicable;
- g) Retain all proposals submitted in response to this RFP;
- h) Not accept any deviations from the stated terms and conditions;
- i) Incorporate all or any portion of the Statement of Work, request for Proposal and the successful proposal in any resulting contract;
- j) Not award a contract further to this RFP.

16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING RECOURSE IS PRESENT:

- a) The Bidder, or any employee or subcontractor included as part of the proposal has been convicted under section 121 ("Frauds on the government & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office") or 418 ("Selling defective stores to her Majesty") of the Criminal Code;
- b) With respect to current or prior transactions with the Government of Canada:
 - i. The Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for any extended period.
 - ii. Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner or discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its proposal;
 - iii. The CFIA has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Bidder, any of its employees or subcontractor included as part of its proposal or
 - iv. The CFIA determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which



the Bidder executed the work in accordance with contractual terms and conditions is sufficiently poor to jeopardize the successful completion of the requirement being bid on.

- c) Where the CFIA intends to reject a proposal pursuant to a provision of 16.2 the Contracting Authority will soon inform the Bidder and provide the Bidder three (3) days within which to make representations, prior to making a final decision on the proposal rejection.

17.0 FINANCIAL STATEMENTS

In order to confirm a Bidder's financial capability to perform the subject requirement, the CFIA reserves the right to have access, during the bid evaluation phase, to current Bidder financial information. If requested, the financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer.

Should the Bidder provide the requested information to the CFIA in confidence while indicating that the disclosed information is confidential, then the CFIA will treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a bid is found to be non-compliant on the basis that the Bidder is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Bidder.

18.0 AMENDMENT

No amendments to this RFP shall be deemed valid unless effected by a written amendment issued by the CFIA.

19.0 AVAILABILITY OF PERSONNEL

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein, and will remain available to perform the work to the fulfillment of this requirement.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from said person (or the employer of said person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

19.1 WORK FORCE REDUCTION PROGRAMS

As a result of the implementation of various programs to reduce the public service, Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction Program, the Executive Employment Program and any other current and future similar programs implemented by the Treasury Board.

Therefore Bidders must make available the following details:

- a) Date and amount of lump sum payment incentives;
- b) Terms and conditions of the lump sum payment incentive (including termination date);
- c) Rate of pay on which the lump sum payment was based;
- d) Whether or not the \$5,000 exemption has been reached.

In the event that a contract is awarded to a former public servant during the period covered by the lump sum payment, the contract fee must be abated (reduced by an



amount corresponding to the number of weeks remaining in the Contractor's lump sum payment period after beginning the contract.

This reduction is subject to an exemption of a maximum of \$5,000 (including Goods and Services Tax and of Harmonized Sales Tax, as appropriate) applicable to one or more contracts during the period covered by the lump sum payment.

For the purpose of this solicitation, former public servants are defined as:

- a) An individual
- b) An individual who is incorporated
- c) A partnership made up of former public servants, or
- d) A sole proprietorship or entity where the affected individual has a major interest in the entity.

20.0 STATUS OF PERSONNEL

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from such person (or the employer of such person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

During the bid evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal for further consideration.

20.1 FORMER FEDERAL PUBLIC SERVANTS

The Bidder must identify all individuals, officers and employees assigned to the bid/proposal that are former federal public servants in receipt of a pension of any department or agency of the Public Service of Canada.

21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE

The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

The Bidder hereby certifies that all of the information provided in the resumes and supporting material submitted with the proposal, particularly as this information pertains to education achievements, experience and work history, has been verified by the Bidder to be accurate.

Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described therein.

Should a verification by CFIA disclose untrue statements, the CFIA shall have the right to treat any contract resulting from RFP as being in default and terminate it accordingly.

22.0 INDEPENDENT SERVICES

It is understood and agreed that the personnel which will be provided to perform the services set forth in the proposal are and will remain the Bidder's employees or resources providing independent services to the Agency and nothing in this RFP shall be read or construed as constituting such personnel as employees or servants of the Agency.

23.0 SUBSTANTIATION OF ALLEGATIONS

The CFIA reserves the right to ask the Bidder to substantiate any claims made in the proposal.

The CFIA reserves the right to verify any allegations or substantiations and to declare the bid non-responsive for any of the following reasons:



- a) Unverifiable or untrue statements;
- b) Unavailability of any person(s) proposed on whose statement of education and experience the CFIA relied upon in determining the successful bidder.

24.0 SECURITY REQUIREMENTS

This Security Clearance is required at Bid closing – See cover page for the closing date.

Security Clearance:

Reliability:	Confidential:	Secret: X	Top Secret:	Other:
File number, name and date of birth:				

All resources used under any resulting contract must possess a valid Federal Government security clearance at the level “Secret”

An electronic version of a Security Clearance application is available at the following Treasury Board Secretariat website: http://www.tbs-sct.gc.ca/tbsf-fsct/tbsf-fsct_e.asp#security

For Reliability clearance please fill in the “Personnel Screening, Consent and Authorization Form” (TBS/SCT 330-23e). For all other clearances, please fill in the “Personnel Screening, Consent and Authorization Form” (TBS/SCT 330-23e) and “Security Clearance Form” (TBS/SCT 330-60e)

25.0 FEDERAL CONTRACTORS PROGRAM for EMPLOYMENT EQUITY

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 (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/index.shtml)

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.

26.0 CONFLICT OF INTEREST

CFIA has employed the assistance of private sector Bidders in the preparation of this solicitation. Responses to this solicitation from any such bidders or with respect to which such bidders is in any manner directly or indirectly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. By submitting a bid, the Bidder represents that there is no conflict of interest as stated above.



Section 2
SELECTION METHODOLOGY
TECHNICAL EVALUATION

1.0 TECHNICAL PROPOSAL

The technical proposal shall address all mandatory evaluation criteria specified herein.

1.1 MANDATORY EVALUATION CRITERIA:

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

1.2 CERTIFICATIONS:

Bidders must submit the certifications specified in Section 1 of this RFP with their proposal or within two calendar days of a request by the CFIA. Demonstration of compliance with all items in Section 1 is mandatory prior to the issuance of any resulting contract. If the bidder does not provide any required information within the time limit requested, their proposal will be considered non-responsive and will receive no further consideration.

Compliance with the certifications the Bidder provides to Canada is subject to verification by CFIA during the proposal evaluation period (prior to contract awarded) and after contract award. The Contracting Authority shall have the right to ask for additional information to verify the Bidder's compliance to the applicable certification made knowingly, or any failure to comply with certifications or comply with request of the Contracting Authority for additional information will render the proposal non-responsive.

1.3 BIDDER CLARIFICATIONS:

The Bidder warrants that clarifications shall be made available upon request within two calendar days of a request by the CFIA. If the bidder does not provide any required information within the time limit requested, its proposal will be considered non-responsive and will receive no further consideration.

2.0 EVALUATION CRITERIA

Bidders should use the main headings below under the Mandatory Evaluation Criteria and Point Rated Evaluation Criteria. Bidders are encouraged to make cross-references between sections, so as to limit the number of pages in the offer.

3.0 MANDATORY EVALUATION CRITERIA

The mandatory evaluation criteria of this RFP are:

3.1 Mandatory Resource Criteria

Criteria #	Mandatory Resource Requirements	Required Supporting Information	COMPLIANT YES/NO
M1	The Bidder must provide the proposed primary driver and backup drivers' resume.	Provide copy of resumes.	



M2	The Bidder must demonstrate the proposed primary driver and backup driver(s) possess a valid provincially issued G Level driver's license or equivalent (at bid closing).	Provide copy of licenses.	
M3	The Bidder must demonstrate the proposed primary driver and backup driver (s) each possess a valid secret security clearance (bid closing).	Provide copy of the security clearance certificates or file numbers issued by PSPC Canadian and International Industrial Security Directorate (CIISD).	
M4	The Bidder must have a minimum of three (3) years of experience in these types of services with the Federal Government within the last seven (7) years.	Provide the following information: <ul style="list-style-type: none"> • Federal Government name • Duration (mm-yyyy to mm-yyyy) • Brief Description of Provided Service. 	
M5	The Bidder must demonstrate the proposed primary driver and backup driver(s) are bilingual – English/French (spoken and written).	Provide confirmation that the proposed primary driver and backup driver(s) are bilingual – English/French (spoken and written).	
M6	The Bidder must demonstrate the proposed primary driver and backup driver(s) each possess a Certificate of Dangerous Goods (bid closing).	Provide copy of the certificates.	
M7	The Bidder must demonstrate the primary driver and backup driver(s) are bonded in the amount of \$5,000.00.	Provide a copy of the bid bond.	

3.2 Mandatory Vehicle Criteria

Criteria #	Mandatory Vehicle Requirement	Required Supporting Information	COMPLIANT YES/NO
M8	The Bidder must provide proof of ownership of an enclosed vehicle such as a station wagon/hatch-back/minivan/SUV that is less than eight (8) model years old, or newer, that must have a restricted lock and key system, well maintained and rust free as well as a similar backup vehicle.	Provide copy of ownership.	

There are no rated criteria for this solicitation request.



4.0 BASIS OF SELECTION

To be considered responsive, a proposal must:

- a) Meet all the mandatory evaluation criteria of this RFP;

The contract will be awarded to the bidder offering the lowest price. To be compliant, the bidder must meet the mandatories detailed in the Section 2, entitled Mandatories.

5.0 REFERENCE PAGE - EXAMPLE

The bidder must provide the page number for all criteria, example as follows:

MANDATORY CRITERIA

-
-
-
-

Page number in proposal



Section 3

STATEMENT OF WORK

Pick-up, Delivery, Cartage, Mail and Messenger Services in the National Capital Region (Including the Handling of Infectious Substances and Live Animals)

1.0 Objective

To provide the Canadian Food Inspection Agency (CFIA) Corporate Management Branch, Ottawa, Ontario, and the Ottawa Laboratory Fallowfield (OLF) with scheduled and dedicated courier services. The services consist of scheduled dedicated mail, documents and/or material pick-up and distribution runs (intra and/or inter buildings) in the National Capital Region (NCR). The services will include handling of dangerous goods such as infectious substances and live animals. Services are required both on a scheduled basis and on an as requested basis five days a week.

Material is defined as envelopes, mail bags, parcels, packages, and boxes which may contain official or classified documents and valuable material such as money, cheques, small office furniture, equipment, produce, live animals and possible dangerous goods (ie: blood, species, rabies).

2.0 Task

1. The contractors will supply drivers with vehicles and provide mail and/or freight distribution services to service points as specified in the Identified Users' Statement of Work (which may consist of a schedule of run(s)). Contractors are to supply additional labourers on an as requested basis.
2. The contractor will provide pickup and delivery of material to service points that will be specified in the bid solicitation stage.
3. The contractor will ensure that mail is sorted and distributed internally.
4. The contractor will ensure that vehicles are loaded and/or unloaded as required.
5. The contractor will provide control and appropriate security for items in transit. Materials must not be kept in vehicles overnight. Non-deliveries must be returned the same day to point of pickup.

2.1 Other Tasks to be Performed Upon Request

1. The contractor must be available between 07:00 and 15:00, five (5) days per week, for the pick-up and delivery of classified and valuable material. These are considered "by hand" requirements. The Contractor must keep a record of all "by hand" requirements on a monthly basis as required for invoicing purposes.

"By Hand" and Other Pick-ups in the NCR:

Some examples of the main "by hand" addresses are as follows, but are not limited to:

- Passport Canada on Promenade du Portage
- Bank of CIBC on Merivale Road
- Embassies at various locations
- 59 Camelot Road
- 38 Auriga Drive
- 960 Carling- Specifically Building #'s 18 and 22
- Purolator Courier at 3330 Hawthorne Road (week days)
- Customs Office at 130 Thad Johnson Private
- Children's Hospital Eastern Ontario (four separate delivery locations), at 171 Slater Street
- National Research Council at 1200 Montreal Road (minimum two locations)
- 100 Sussex Drive
- RCMP Headquarters
- RCMP Police College



2. On a regular basis the Farm Manager or small animal colony supervisor at 3851 Fallowfield Road, Ottawa Lab Fallowfield, will make a request for the purchase of fresh produce (apples, carrots, pistachios, cabbage etc) that will need to be delivered on the following week for small animal colonies and the TSE lab for large animals.

2.2 On an as Requested Basis

After Hours Monday to Friday, Weekends and Statutory Holiday Schedule

The contractor is to be available without exceptions, during all holidays, for the pick-up and delivery of blood samples and pathological specimens. Below are examples, but are not limited to:

- Pick-up samples of rabies or other laboratory samples from Bus Terminal on Catherine Street., Purolator Courier on Hawthorne Road , Ottawa International Airport, Air Canada Cargo, First Air or Aramat.

The Contractor is to keep a record of all pick-up and delivery requirements each month as required for invoicing purposes.

3.0 Requirements

The Contractor must provide all the services detailed in this Statement of Work. The Contractor must be available between the hours of 07:00 and 15:00, five (5) days per week for the pick-up and delivery of classified and valuable material. These are considered “by hand” requirements. The Contractor must keep a record of all “by hand” requirements on a monthly basis as required for invoicing. Availability and prompt service are key requirements for this contract.

A list of anticipated pick-up/delivery addresses and schedule is provided in “**Section 9**” – **Schedule of Stops with Building Locations.**

3.1 Driver Requirements

The Contractor must supply the same vehicle driver(s) (including back-up drivers) on a continuous basis that must meet the following requirements:

1. Driver(s) must be client oriented, possess interpersonal skills, work well with people, be presentable in a neat and clean state, have good communication skills and be dependable/reliable (reference check(s) to be done by CFIA).
2. Driver(s) must possess a Certificate of Dangerous Goods.
3. Driver(s) must possess a valid provincially issued driver’s license (copy of license required).
4. Driver(s) must possess a valid secret security clearance at the time of bid closing.
5. Driver(s) must have a minimum of three (3) years’ experience in these types of services with the Federal Government within the last seven (7) years
6. Driver(s) must have access to a cellular phone supplied by the Contractor and must be available within (1) hour of a call.
7. Language requirement – Bilingual - English/French (spoken and written).
8. Backup driver(s) must be familiar with the routes.
9. Driver(s) must provide control and appropriate security for items in transit. Materials must not be kept in vehicles overnight. Non-deliveries must be returned the same day to the point of pick up.
10. Driver(s) must carry a company personal identification card and present the card when asked to do so, at any pick-up and/or delivery site
11. Driver(s) must show up at each specified location even when there is no mail/material for delivery (only exception is at the Bank of CIBC). Driver(s) must advise the Identified User when it is impossible for them to show up at a delivery point and/or of any delays in the delivery schedule.
12. Driver(s) must be bonded.

3.2 Vehicles Requirements

The Contractor must provide vehicles including back-up vehicles that meet the following requirements:

1. Vehicle(s) must be an enclosed vehicle such as a station wagon, hatch-back, minivan or SUV.



2. Vehicle(s) must be eight model years old or newer.
3. Vehicle(s) used must have a restricted lock and key system; be locked when the driver is not in the vehicle; not have any unauthorized passengers.
4. Vehicle(s) must be well maintained and rust free.

4.0 Service Delivery Standards

1. Urgent pick-up and delivery of materials (as defined in Section 1.0 Objectives) - **within a two hour time period from point of call**
2. Regular schedule runs - **same day pick-up and delivery between 07:00 and 15:00**
3. In the event of the non-availability of a driver and/or vehicle, a back-up (replacement) driver and/or vehicle must be provided within one (1) hour. Non-availability may be caused by illness, vehicle breakdown, emergencies or any other unforeseen events.
4. By hands Laboratory samples for the Ottawa Area - Must be delivered within a maximum of four hours from request;

5.0 Term of the Service Contract and Duration of the Work

The period of the Contract is from **(insert dates)** inclusive.

5.1 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the Contract by up to (2) one-year options 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 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.



Section 4
BASIS OF PAYMENT

Initial Year 1 - Period from: January 1, 2019 to December 31, 2019

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, HST extra. Services are required from Monday to Friday.

Total Firm Rate for Run # 1 – station wagon, hatch-back, minivan or SUV 07:00 – 15:00

\$ _____

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Total Firm Exclusive Price for Run # 2 -

Including: Urgent Deliveries, Other Tasks to be Performed Upon Request, and On an As Requested Basis

Total Per Firm Rate for all two runs \$ _____

Option Year 1 - Period from: January 1, 2020 to December 31, 2020

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, HST extra. Services are required from Monday to Friday.

Total Firm Rate for Run # 1 – station wagon, hatch-back, minivan or SUV 07:00 – 15:00

\$ _____

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Total Firm Exclusive Price for Run # 2 -

Including: Urgent Deliveries, Other Tasks to be Performed Upon Request, and On an As Requested Basis

Total Per Firm Rate for all two runs \$ _____



Option Year 2 - Period from: January 1, 2021 to December 31, 2021

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, HST extra. Services are required from Monday to Friday.

Total Firm Rate for Run # 1 – station wagon, hatch-back, minivan or SUV 07:00 – 15:00
\$ _____

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Total Firm Exclusive Price for Run # 2 -
Including: Urgent Deliveries, Other Tasks to be Performed Upon Request, and On an As Requested Basis

Total Per Firm Rate for all two runs \$ _____

Option Year 3 - Period from: January 1, 2022 to December 31, 2022

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, HST extra. Services are required from Monday to Friday.

Total Firm Rate for Run # 1 – station wagon, hatch-back, minivan or SUV 07:00 – 15:00
\$ _____

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Total Firm Exclusive Price for Run # 2 -
Including: Urgent Deliveries, Other Tasks to be Performed Upon Request, and On an As Requested Basis

Total Per Firm Rate for all two runs \$ _____



Option Year 4 - Period from: January 1, 2023 to December 31, 2023

The Bidder must provide a firm rate per run (per day), which includes the vehicle category, one driver and all related mandatory equipment's. Firm rate per run must be expressed in Canadian Dollars, HST extra. Services are required from Monday to Friday.

Total Firm Rate for Run # 1 – station wagon, hatch-back, minivan or SUV 07:00 – 15:00
\$ _____

The hourly ceiling rate will be calculated by prorating the ceiling per diem rate using the factor of 7.5 hours for one day.

Total Firm Exclusive Price for Run # 2 -
Including: Urgent Deliveries, Other Tasks to be Performed Upon Request, and On an As Requested Basis

Total Per Firm Rate for all two runs \$ _____



Section 5
CFIA CONTRACT TERMS AND CONDITIONS
*****EXAMPLE CONTRACT ONLY*****

The Service Contract agreement between the CFIA and the selected bidder will be subject to the following terms and conditions.

1. DEFINITIONS

1.1 For the sole purpose of this Service Contract the parties agree that:

“General Conditions” shall mean Public Works and Government Services Canada (PWGSC) 2035- General Conditions - Services, set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by the Department of Public Works and Government Services.

2. AGREEMENT

2.1 The following documents and any amendments in writing, and approved by the Parties, and relating thereto form the Service Contract between the CFIA and the Contractor:

- 2.1.1 These Articles of Agreement;
- 2.1.2 The General Conditions as defined in section 1.1 above and incorporated by reference in section 2.3;
- 2.1.3 Supplemental Conditions, 4006 – Contractor to own Intellectual Property rights in Foreground Information
- 2.1.4 The document attached hereto as Appendix “A” and entitled “Statement of Work”;
- 2.1.5 The request for proposal, where applicable; and
- 2.1.6 The Contractor’s Proposal dated <date> and attached hereto as Appendix “B”.

2.2 In the event of any discrepancies, inconsistencies or ambiguities between or among the wording of the documents, and brought to the attention of one or the other Party in writing, set out in section 2.1, the wording of the document that appears first on the list set out in section 2.1 shall prevail over the wording of a document appearing subsequently on the list set out in section 2.1.

2.3 The General Conditions as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract.

OR

The General Conditions as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract. The version of the SACC Manual applicable to this Service Contract is the one in effect on the date of the last signature of this Service Contract. The SACC Manual may be viewed on the Department of Public Works and Government Services Canada web site, Internet address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.4 In the General Conditions, all references to the Minister of PWGSC, to the Crown, to Her Majesty, to Canada, to the Government or to the PWGSC shall be interpreted as a reference to Her Majesty in Right of Canada, as represented by the CFIA, where applicable.

2.5 All appendices and attachments referred to in this Service Contract and/or annexed hereto shall form part of this Service Contract.



3. CFIA REPRESENTATIVES

3.1 The representative of the CFIA for the purpose of any issue related to the administration of this Service Contract (Contracting Authority) shall be:

Ashley Bennett (613) 773-7769
or such other person as may be designated by the CFIA.

3.2 The representative of the CFIA for the purpose of any issue related to the Work or any technical aspect of the Work set out in Appendix "A" of this Service Contract (Technical or Project Authority) shall be:

<project authority> <phone #>
or such other person as may be designated by the CFIA.

4. CONTRACTOR REPRESENTATIVES

For the purposes of this Service Contract, the Contractor shall have the work under this Service Contract carried out by <name of person to carry out the Statement of Work> under the direction and control of <if applicable>

5. LEGAL JURISDICTION

This Service Contract shall be governed by and interpreted in accordance with the laws in force in the Province of Ontario, Canada

6. TERM OF THE SERVICE CONTRACT AND DURATION OF THE WORK

6.1 This Service Contract shall come into effect on the date of the last signature to this Service Contract and shall terminate, except where expressly stated otherwise, on the last day for completion of the Work as set out in section 6.2. The parties hereto agree that irrespective of the effective date of the Service Contract, the terms and conditions of this Service Contract shall apply to any Work or part thereof commenced on the day of contract award.

6.2 The Work shall be completed with care, skill, diligence and efficiency and in accordance with all the terms and conditions of this Service Contract no later than the 31st day of March 2019.

6.3 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the Contract by up to three (3) one-year options 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 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.

7. CONTRACT AMOUNT AND TERMS OF PAYMENT

7.1 Basis of Payment - Time and Material

Subject to the terms and conditions of this Service Contract and in consideration for the Satisfactory performance of the Work, the CFIA shall pay the Contractor a sum not in any circumstances to exceed \$<amount in numbers> plus applicable taxes. The CFIA



shall pay the following unit prices not to exceed the quantities specified only for the items stated. Daily fees, if applicable, are based on 7.5 hours. For work performed for a duration of more or less than 7.5 hours a day, the time charges will be protected to cover the actual time worked. There is no allowance for overtime. Fees are inclusive of costs related to administrative and clerical support, supplies, equipment and administrative expenses necessary to accomplish the work.

Travel and other expenses if applicable shall be paid in accordance with Treasury Board Guidelines and Directives, certified by the Contractor as the accuracy of such claim.

7.2 **Method of Payment**

Payment by CFIA shall be made as follows:

Invoicing to be paid on monthly basis for actual time spent in the performance of the Work set out in Appendix "A".

7.3 **Direct Deposit**

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692_re_1385730987670_eng.pdf

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:
www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.4 **Invoicing Instructions**

The Contractor shall submit invoices on its own forms and shall include therein the date, name and address set out below, a clear description of the Work performed and for which payment is being requested by the invoice, the item number and quantity, reference numbers and the contract file number <contract file number>. The Contractor must submit, along with said invoices, all substantiating documentation. Invoices shall be submitted to the CFIA in three (3) copies to the following address. Failure to comply with the terms and conditions of this section may delay payment by the CFIA of any amount due and payable under this Service Contract.

CFIA
<Address>

Attention of: <project authority>

7.5 **Income Tax Act**

Pursuant to paragraph 221(1)(d) of the Income Tax Act in force on the effective date of this Service Contract, payments made by the CFIA under this Service Contract must be reported on a T4A supplementary slip. Contractors are, therefore, required to provide on each invoice submitted to the CFIA, the following information:



- 7.5.1 the legal name of the Contractor; that is, the name associated with the Social Insurance Number or Business Number of the Contractor, as well as the appropriate address and postal
- 7.5.2 the legal status of the Contractor; that is, without limiting the following, individual, unincorporated business or corporation, limited company .;
- 7.5.3 for Contractors who are an individual or unincorporated business, the Contractor's Social Insurance Number or, if applicable, the Contractor's Business Number or, if applicable, the Contractor's Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;
- 7.5.4 for Contractors who are corporations, the Contractor's Business Number or, if the Business Number is not available, the GST/HST number. If the Contractor has no Business Number or GST/HST number, the T2 Corporation Tax Number must be provided.

7.6 Acceptance of the Work

All Work is subject to the approval and acceptance of the CFIA and said approval and acceptance is at the sole and unfettered discretion of the CFIA but shall not be unreasonably withheld. The CFIA shall not make any payment and no amount is due to the Contractor until the Work is approved and accepted by the CFIA.

7.7 Payment Due Date

Payment by the CFIA to the Contractor shall be made within thirty (30) calendar days following the date on which the Work is completed and approved by the CFIA or on which a claim for payment and all substantiating documentation are received by the CFIA under the Service Contract, whichever date is later.

7.8 Financial Administration Act

In accordance with the Financial Administration Act in force on the effective date of this Service Contract, any payment under this Service Contract is subject to there being an appropriation for the Work hereunder for the fiscal year in which any commitment to pay becomes effective. In the event no such appropriation is made, this Service Contract shall terminate immediately and without any repercussion to either party.

7.9 GST/HST

The Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) as applicable shall be considered an applicable tax for the purposes of this Service Contract and shall be disclosed and identified as separate items on any invoice or accounting document.

Unless otherwise required by law, the Contractor shall not invoice or collect any ad valorem sales tax levied by the Province in which the taxable goods and/or services required under this Service Contract are delivered to the CFIA. Existing Reciprocal Taxation Agreements, exempting payment of provincial sales tax (PST) shall be superseded by HST legislation.

7.10 CFIA's Liability

This Service Contract does not oblige the CFIA to authorize or order any goods or services whatsoever or to spend the estimated expenditure or any money whatsoever except as expressly required herein. Furthermore, the CFIA's liability under this Service Contract shall be limited to the amount set out in section 7.1.



7.11 Price Certification

The price charged for the performance of the Work under this Service Contract shall not exceed the lowest price charged any other third party by the Contractor, including the Contractor's most favoured customer or client for like quality and/or quantity of the services and/or goods and the price so charged may be verified by audit by the CFIA before or following any payment by the CFIA under this Service Contract.

7.11.1 Any overpayment by the CFIA made as a result of the Contractor's breach of the condition set out herein, shall be immediately due and owing to the CFIA, shall be immediately repaid to the CFIA and until so repaid shall be deemed a debt due to the Crown.

7.11.2 In the event that the CFIA has not made a payment, then any amount resulting from the Contractor's breach of the condition set out herein shall be deducted from any payment owed by the CFIA to the Contractor.

8. DISPUTE RESOLUTION

- (a) The parties shall first attempt to resolve disputes arising under the terms of this Contract through direct negotiation between their representatives who have authority to settle such disputes within thirty (30) working days of receipt of a written invitation to negotiate. The parties may agree to an extension of the thirty (30) working day period in writing.
- (b) In the event that the parties are unable to resolve the dispute through negotiation as outlined in section 9(a), the parties can agree to submit the dispute to mediation or any such third party assistance process as may be appropriate and agreed upon. Such a process shall be undertaken within twenty (20) working days from the day of initiation. The parties may agree to an extension of the twenty (20) working-day period in writing. The parties agree to share the cost of mediation equally.
- (c) The parties can agree to submit any outstanding issues remaining from direct negotiation, mediation or any other dispute resolution to binding arbitration pursuant to the Canadian Commercial Arbitration Act, R.S.C. 1996, c. 55.
- (d) The parties shall agree on a single arbitrator within thirty (30) calendar days of the decision to proceed to binding arbitration. In the event that the parties cannot agree on an arbitrator, the parties shall apply to a Justice of the Ontario Court (General Division) in Ottawa to have an arbitrator appointed. The arbitration shall take place in Ottawa.
- (e) The parties agree to share the cost of arbitration equally. Notwithstanding, the arbitrator shall be authorized to require any party to pay the whole or part of the cost. In such case, payments shall be made in accordance with the award and the award shall be final and shall not be subject to appeal.
- (f) As an alternative to the above standard alternative dispute resolution process mentioned at paragraphs a),b),c),d),e), the parties have the option of raising issues or concerns with this solicitation with the Office of the Procurement Ombudsman.
- (g) 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 Contractor respecting administration of this Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Section 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 email at boa.opo@boa.opo.gc.ca.



- (h) 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 or consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and 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 email at boa.opo@boa.opo.gc.ca.

9. HEALTH AND SAFETY

The Contractor shall contact the CFIA’s Health and Safety officer or designate at the work site prior to the commencement of the Work under the contract, in order to obtain a copy of CFIA’s Occupational Safety & Health Policy, and to determine all specific occupational health and safety policies that apply to the work site. The CFIA’s Health and Safety officer shall advise the Contractor of all CFIA’s work site specific occupational health and safety policies and procedures that apply prior to the commencement of the Work. The Contractor shall ensure that all of its officer and employees carry out the Work in accordance with all laws for occupational health and safety, the CFIA’s Occupational safety & health Policy, and all CFIA work site specific occupational health and safety policies and procedures. In the event that the Contractor, its officers or employees do not comply with the laws, policies and procedures, as required by this condition, the CFIA shall have the exclusive right to terminate this contract.

10. SECURITY

The Contractor personnel and subcontractors requiring access to CFIA or federal government information, assets or facilities must EACH hold a valid security clearance granted or approved by the CFIA or the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC). The Contractor must submit to the Agency representative a signed copy of form TBS330-47 (Security Screening Certificate and Briefing Form) for each resource or subcontractor. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CFIA. For this contract, the Contractor’s personnel must have a security clearance at the level of:

- Reliability
- Confidential
- Secret
- Top Secret
- Other: _____



Section 6
CERTIFICATIONS

1. 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.

Signature of authorized Representative

Date

2. 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, 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.

Signature of authorized Representative

Date

3. Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered. Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

- () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

Signature of authorized Representative

Date



Section 7
SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

COMMON-PS-SRCL#19

CFIA 294-072015

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

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

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





COMMON-PS-SRCL#19



Government of Canada / Gouvernement du Canada

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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 type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#19



Government of Canada / Gouvernement du Canada

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

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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



COMMON-PS-SRCL#19



Government of Canada / Gouvernement du Canada

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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Alex Taylor</i>	Title - Titre <i>Natural Manager</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>(613) 773-7173</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>alex.taylor@ec.gc.ca</i>	Date <i>July 17, 2018</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Lise Levesque-Masson</i>	Title - Titre <i>Seco Coordinator</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>(613) 773-1464</i>	Facsimile No. - N° de télécopieur <i>(613) 773-1488</i>	E-mail address - Adresse courriel <i>Lise.Levesque-masson@ec.gc.ca</i>	Date <i>July 17, 2018</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) <i>Ashley Bennett</i>	Title - Titre <i>Procurement Officer</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>(613) 773-7769</i>	Facsimile No. - N° de télécopieur <i>(613) 773-7615</i>	E-mail address - Adresse courriel <i>Ashley.Bennett@canada.ca</i>	Date <i>July 25, 2018</i>
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>Saumur, Jacques O</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division / Division des contrats sécurité /
Contract Security Program / Programme de sécurité des contrats /
Public Services and Procurement Canada / Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone / Téléphone 613-948-1732
Facsimile / Télécopieur 613-948-1712

Security Classification / Classification de sécurité
UNCLASSIFIED





Section 8

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

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

1.2 The Commercial General Liability policy must include the following:

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

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

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

2.2 The policy must include the following:

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

3. All Risk In Transit Insurance

3.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$5,000.00 per shipment. Government Property must be insured on Actual Cost Value basis.

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

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

- (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
- (b) Loss Payee: Canada as its interest appears or as it may direct.



(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Canadian Food Inspection Agency (CFIA) and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.



Section 9
SCHEDULE OF STOPS WITH BUILDING LOCATIONS

PICK-UP / DELIVERY ADDRESSES:

CFIA LOCATIONS

Main Mail Room
Skyline Complex
1400 Merivale Road
T3-0-168
Ottawa, ON K1A 0Y9

49 Camelot Drive
Ottawa, ON K1A 0Y9

59 Camelot Drive
Ottawa, ON K1A 0Y9

Buildings 18, 20 and 22
Experimental Farm
960 Carling Avenue
Ottawa, ON K1A 0C6

3851 Fallowfield Road
Ottawa, ON K1A 0Y9

38 Auriga Dr.
Ottawa, ON (when required)

Sir Charles Tupper Building
2720 Riverside Dr.
Ottawa, ON
(start date and frequency TBD)

OTHER LOCATIONS

Canada Post Distribution Ctr
1424 Sandford Fleming Avenue
Ottawa ON K1A 0C1

Passport Canada
Official Travel Office
200 Promenade du Portage
Commercial Level 2
Gatineau, ON K1A 0G3

Bank Of CIBC
1642 Merivale Road
Ottawa, ON K2G 4A1

Various Embassies
(when required)

Amrat Cargo
5B-140 Thad Johnson Private
Ottawa, ON K1V 0R4

Bells Corners Mail Depot
32 Northside Road, Station H
Ottawa, ON K2H 8P9

Fedex Shipping Centre
130 Thad Johnson Private
Ottawa, ON K1V 0R4

First Air
1B-140 Thad Johnson Private
Ottawa, ON K1V 0R4

National Research Council
1200 Montreal Road
Ottawa, ON K1A 9B4

National Research Council
100 Sussex Drive
Ottawa, ON K1N 6N5

Ottawa University
75 Laurier Ave East
Ottawa, ON K1N 6N5

Air Canada Cargo
900 Airport Parkway Private
Ottawa, ON K1V 2E7



Belfast Fruit

1010 Belfast Road
Ottawa, ON K1G 4A2

Carleton University

1125 Colonel By Drive
Ottawa, ON K1S 5B6

Children's Hospital Eastern Ontario

171 Slater Street
Ottawa, ON K1P 5H7

Ottawa International Airport

MacDonald Cartier Airport
1000 Airport Parkway Private
Ottawa, ON K1V 9B4

Ottawa Voyageur Bus Terminal

265 Catherine Street
Ottawa, ON K1R 7S5

Purolator Courier

3330 Hawthorne Road
Ottawa, ON K1G 3W9

RCMP Police College

1 Sandridge Road
Ottawa, ON K7G 3J2

RCMP Headquarters

73 Leikin Drive
Nepean, ON K1A 0R2

SCHEDULE:

Monday to Friday Schedule (excluding Statutory Holidays)

07:00 Pick up letter mail from Canada Post distribution centre.

07:30 Pick up all samples and parcels from Ottawa Bus Depot on Catherine Street

07:50 Pick up mail, samples and parcels from Bells Corners Post Office that are to be delivered to 3851 Fallowfield Road

08:15 Drop off mail and samples to Bldg 201, 3851 Fallowfield Road

Instructions:

- Packages with invoices are to be left on the counter.
- Samples of rabies, plants, seeds, feed and blood (on an as requested basis) are to be left on side counter
- Before dropping off in Building 201, must stop at Buildings 128 and 211 and check pass through for eggs or samples to be delivered to Building 201
 - Eggs and samples to be left on counter in Diagnostic Receiving or a cart on loading dock
- Mice and chickens (on an as requested basis), are to be left on the loading dock
- Deliver remaining mail and parcels to mail room



- Pick up any outgoing mail/parcels/record bag & any “by hand” deliveries to go to 1400 Merivale, 59 Camelot, 960 Carling (Bldg 18 & 22)

08:45 Pick up any outgoing mail/parcels/record bag from 49 and 59 Camelot Drive for delivery to 1400 Merivale Road mail room.

09:00 Twice per week drop off and pick up mail at 38 Auriga Drive

09:30 Drop off pre-sorted mail/parcels at Carling Avenue Buildings 18, 20 and 22 and pick up any outgoing mail/parcels for delivery to 1400 Merivale Road mail room

10:00 Deliver letter mail from Canada Post distribution centre and all other locations to 1400 Merivale Road mail room. Pick up pre-sorted mail/parcels at 1400 Merivale Road mail room for delivery to 49 and 59 Camelot Drive and 3851 Fallowfield Drive. “When required” also pick up Passport Canada Office documents and sealed deposit bag for the Bank of CIBC.

On a “when required” basis deliver the sealed deposit bag to the Bank of CIBC at 1365 Baseline Road. See Banking Procedures in Appendix 2. The deposit bag is to be returned to 1400 Merivale Road mail room. The set scheduled days are Tuesdays, Wednesdays, and Fridays at this set time. Other pick-ups and deliveries may be made at any other times and/or days (Mondays and Thursdays) when requested and these will be considered as “by hand”.

10:20 Drop off pre-sorted mail/parcels at 59 Camelot Drive mail room. Pick up any outgoing mail/parcels for delivery to 1400 Merivale Road mail room.

10:30 Drop off pre-sorted mail/parcels at 49 Camelot Drive in two (2) designated mail areas (Business Centre & Records Office) and place pre-sorted mail in the appropriate mail slots. Pick up any outgoing mail/parcels for delivery to 1400 Merivale Road mail room.

11:00 Drop off pre-sorted mail/parcels collected from all other locations to 3851 Fallowfield Drive. Pick up any outgoing mail/parcels for delivery to 1400 Merivale Road mail room and pick up of any samples for shipping from the barns. One ½ hr is provided here in case of traffic/bad weather etc. Pick up samples at 3851 Fallowfield Road bldg. 128 and 211 and deliver to bldg. 201

11:30 Drop off all mail, parcels, bags, etc. picked up from the morning run at 1400 Merivale Road mail room.

11:45 On a “as-needed” basis only, drop off courier pouch, containing official travel documents at Passport Canada – Official Travel, 200 Promenade du Portage. While there, driver(s) must ask if there are any envelopes to be picked up for CFIA. If any, these envelopes must be placed in the secured courier pouch to be returned to 1400 Merivale Road mail room.

12:00 Lunch

13:00 Drop off courier pouch, containing official travel documents from Passport Canada. Pick up pre-sorted mail/parcels at 1400 Merivale Road mail room for delivery to 49 and 59 Camelot Drive. One ½ hr is provided here in case of traffic/bad weather etc.

13:30 Drop off pre-sorted mail/parcels at 49 Camelot in two (2) designated mail areas (Business Centre & Records Office) and place pre-sorted mail in the appropriate mail slots & drop off mail at 59 Camelot Drive mail room. Pick up any outgoing mail/parcels for delivery to 1400 Merivale Road mail room.

14:00 Must return to 3851 Fallowfield Road to drop off any packages and pick up outgoing mail/parcels for delivery to 1400 Merivale Road mail room.



- 14:30 Drop off all mail, parcels and/or bags picked up in the afternoon run at 1400 Merivale Road mail room.
- 15:00 Drop off all out-going mail from 1400 Merivale Road mail room to Canada Post distribution centre.

The regular route is approximately 400 kilometers per week. The route and/or time schedule is subject to change(s) however, the approximate distance of 400 kilometers per week will remain the same.



Section 10
BANKING PROCEDURES

Location: The Bank of CIBC, 1642 Merivale Road, Ottawa, ON K2G 4A1

- CIBC requires the name and specimen signature of the driver(s) who are authorized to deposit cheques made payable to designated CFIA employees on behalf of the Canadian Food Inspection Agency.
- Deposits must be done three times a week on Tuesdays, Wednesdays and Fridays as per the set schedule.
- Sealed deposit bag is picked up at 1400 Merivale Road mail room (T3-0- 168) as per set schedule. Upon pick-up the driver will be asked to sign a log book to confirm receipt of such.
- Once the driver reaches the bank location, he is to bring the deposit to a bank teller.
- Deposit bag must be placed in the pass-through to the bank teller.
- Transactions must be maintained in joint custody at all times.
- Teller will sign a slip to confirm receipt of such.
- Deposit bag will be returned to the driver.
- Deposit bag is to be returned to 1400 Merivale Road mail room (T3-0-168) as per set schedule. Mail room personnel to sign for the receipt of the deposit bag in front of the driver.