



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

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

Courier/Mail:

Bid Receiving/Réception des sousmissions  
Royal Canadian Mounted Police (RCMP)  
Procurement & Contracting Services  
Bid Receiving Unit,  
5th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

**Please note:** If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> RCMP 'K' Division Fire Inspections and Reports		<b>Date</b> November 15, 2018
<b>Solicitation No. – N° de l'invitation</b> M5000-18-05331/A		
<b>Client Reference No. - No. De Référence du Client</b> 201805331		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At /à :</b>	2 :00	MST (Mountain Standard Time) HNR (heure normale de Rocheuses)
<b>On / le :</b>	January 8, 2019	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shelley Doering Email : shelly.doering@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 780-670-8636		<b>Facsimile No. – No. de télécopieur</b> 780-454-4523

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



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## **PART 1 - GENERAL INFORMATION**

### **1.1. 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) 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.

**Note:** If persons currently hold a valid RCMP Reliability Status (RRS) Clearance issued by RCMP Departmental Security, a new security clearance application will not have to be completed and resubmitted by those individuals.

### **1.2. Statement of Work**

The Work to be performed is detailed under Article 6.2 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. Recourse Mechanisms**

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>



## 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 Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

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

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

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

The [2003 \(2018-05-22\) 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: 180 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.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

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

**The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.**



**Please note:** If submitting your bid packages via **Canada Post** you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

### 2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 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 Alberta.

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

### 2.5. Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1. Bid Preparation Instructions

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

- Section I: Technical Bid (Two (2) hard copies)
- Section II: Financial Bid (one (1) hard copies)
- Section III: Certifications (one (1) hard copies)

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

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

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

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

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

#### **Section I: Technical Bid, see Part 4, subsection 4.1.1 Technical Evaluation**

In their technical bid, bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with **Annex 'E' – Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

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



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

### **4.1. Evaluation Procedures**

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

#### **4.1.1. Technical Evaluation**

Submission of Evidence as described below **MUST** be included with the bidder's proposal at the time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

The evidence provided by the bidder may be verified. RCMP reserves the right to verify information for the completeness and accuracy and to confirm reference satisfaction with services provided.

##### **4.1.1.1. Mandatory Employee Qualifications**

To carry out the work on this requirement, the contractor must provide qualified personnel:

M1: The bidder must provide evidence to demonstrate that the personnel proposed to perform the fire inspection services have a minimum of five (5) consecutive recent\* years experience conducting such inspections on residential, commercial and high rise buildings.

M2: The bidder must provide minimum of two (2) up to five (5) similar\*\* projects/contracts the personnel have performed including any that were conducted to the NFC or provincial fire code (NFC takes precedent).

M3: The bidder must complete Annex B for each inspector who will be performing work on his requirement in order to demonstrate that each inspector has the required experience.

M4: To carry out the work on this requirement, fire inspectors employed by the Contractor must be in possession of a valid Safety Codes Officer certification with the discipline of Fire Group B2 (Inspector) or equivalent.

\* Recent is defined as within the last 8 years.

\*\* Similar is defined as inspections performed in size, scope and complexity of the RCMP Fire Inspection requirements.





#### **4.1.2. Financial Evaluation**

##### **4.1.2.1. Pricing Schedule 1: Firm Price**

Bidders must submit firm all inclusive prices/rates in Annex E, including all necessary travel and living expenses as detailed in Annex A, Statement of Work.

##### **4.1.2.2. Pricing Schedule 2: Extra Work – As and When Requested**

“Extra Work” will be conducted on an “as and when” requested basis.

When “as and when” work is requested during the contract period, the contractor must complete and submit the Appendix B-1 – “Cost Estimate Form for Extra Work”. Written authorization must be obtained from the Project Authority prior to conducting any extra work.

Bidders must submit a firm all inclusive prices/rates in Annex E, including all necessary travel and living expenses as detailed in Annex A, Statement of Work.

#### **4.2. Basis of Selection**

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### **PART 5 - CERTIFICATIONS**

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

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

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

#### **5.1 Certifications Precedent to Contract Award and Additional Information – See Annex D**

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

Please see the *Forms for the Integrity Regime* website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

### 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* website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.1.3 Additional Certifications Precedent to Contract Award

#### 5.1.3.1 Former Public Servant – Refer to Annex D

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



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

#### **5.1.3.2. Education and Experience**

SACC Manual clause **A3010T (2010-08-16) Education and Experience**

### **PART 6 - RESULTING CONTRACT CLAUSES**

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

#### **6.1. Security Requirements**

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

The Contractor's personnel/subcontractor(s) are required to be security cleared at the level of **RCMP Reliability Security (RRS) Clearance** as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

Only those Contractor's personnel/subcontractor(s) that have met the security clearance requirements will be allowed access to the site of the work.

#### **6.2. Statement of Work**

The Contractor must perform the Work in accordance with 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) (<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 \(2018-06-21\), 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**

The period of the Contract is from award of Contract for a three (3) year period.

### **6.4.2. Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Appendix A-2 of the Contract.

## **6.5. Authorities**

### **6.5.1. Contracting Authority**

The Contracting Authority for the Contract is:

Shelley Doering  
Procurement & Contracting Officer  
Royal Canadian Mounted Police  
Procurement & Contracting Services Unit  
Telephone: 780-670-8636  
Facsimile: 780-454-4523  
E-mail address: [shelley.doering@rcmp-grc.gc.ca](mailto:shelley.doering@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:

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. Site Authority (information will be provided at contract award)**

The Site Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site 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.

### **6.5.4. Contractor's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_

Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

## **6.7. Payment**

### **6.7.1. Basis of Payment – Firm Fixed Prices (Pricing Schedule 1)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex E – Pricing Schedule 1 for a cost of \$\_\_\_\_\_ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.



### **6.7.2. Basis of Payment – Firm Fixed Prices for Extra Work – As and When Requested (Pricing Schedule 2)**

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex E – Pricing Schedule 2, to a limitation expenditure of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### **6.7.3 Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **6.7.4 SACC Manual Clauses**

H1001C (2008-05-12) Multiple Payments  
C0705C (2010-01-11) Discretionary Audit  
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.

Each invoice must be supported by:

- a. copy of the final completed inspection reports; and
- b. costs broken down by location.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the



Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## **6.10 Applicable Laws**

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

## **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 (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Appendix A-1, Facilities List;
- (e) Appendix A-2, Delivery Points;
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Basis of Payment;
- (h) Annex F, Insurance Requirements;
- (i) Appendix B-1, Cost Estimate Form for Extra Work
- (j) the Contractor's bid dated \_\_\_\_\_. (insert at contract award)

## **6.12. Procurement Ombudsman**

### **6.12.1 Dispute Resolution Services**

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

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

### **6.13 SACC Manual Clauses**

A9068C (2010-01-11) Government Site Regulations

### **6.14 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex “D”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **6.15 Environmental Considerations**

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

#### **6.15.1. 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).

#### **6.15.2 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 public/green transit where feasible.



## ANNEX "A" STATEMENT OF WORK

### 1. SCOPE

#### 1.1. Introduction

RCMP 'K' Division requires fire inspections to be done for all RCMP owned and leased buildings and facilities in the province of Alberta.

#### 1.2. Objectives of the Requirement

RCMP 'K' Division will, by the end of three years, have a current fire inspection report on each RCMP owned or leased building or facility in the province of Alberta.

#### 1.3. Background and Specific Scope of the Requirement

RCMP has obligations under the Treasury Board of Canada Fire Protection Standard that are required to be met. In order to meet those obligations, the RCMP is to ensure ongoing fire inspections of existing owned and leased buildings and facilities throughout their life cycle in accordance with the requirements of the current edition of the National Fire Code (NFC).

As of April 1, 2014, the RCMP assumed the roles and responsibilities that used to be performed by the Human Resources and Skills Development Canada (HRSDC) – Fire Protection Program:

- ensuring fire protection requirements comply with legislated requirements, TB policies/guidelines, and the provision of policy advice and guidance;
- verifying that any local building or fire codes used meet or exceed all national code minimum requirements without contravening any federal statutes, laws or regulations and without prejudice to the Crown's legal and constitutional rights;
- providing technical fire protection services;

All RCMP owned and leased buildings and facilities with the **exception** of single family dwelling units **unless** they are part of a detachment building are required to have fire inspections done throughout their lifecycle.

Information on the codes and standards can be obtained from the following links. They, also, identify how you can purchase the most up-to-date copies.

#### Links:

Treasury Board of Canada Fire Protection Standard - <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316>

National Fire Code of Canada 2015 - [https://www.nrc-cnrc.gc.ca/eng/publications/codes\\_centre/2015\\_national\\_fire\\_code.html](https://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2015_national_fire_code.html)



**National Building Code of Canada 2015** - [https://www.nrc-cnrc.gc.ca/eng/publications/codes\\_centre/2015\\_national\\_building\\_code.html](https://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2015_national_building_code.html)

## 2. REQUIREMENTS

### 2.1. Tasks, Activities, Deliverables and Milestones

#### 2.1.1. Tasks

##### 2.1.1.1. Inspection Schedule

- 2.1.1.1.1. The Contractor must submit a detailed inspection schedule to the RCMP Project Authority thirty (30) working days after contract award.
- 2.1.1.1.2. The RCMP Project Authority will review the inspection schedule and provide comments to the Contractor within ten (10) working days after receipt of plan.
- 2.1.1.1.3. The Contractor must revise the inspection schedule as appropriate and resubmit the plan to the RCMP Project Authority within ten (10) working days after receipt of comments.
- 2.1.1.1.4. The RCMP Project Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the schedule, in consultation with the Contractor.

##### 2.1.1.2. Fire Inspections

- 2.1.1.2.1. For each and every owned or leased building or facility **excluding** single family dwelling units **unless** they are apart of a detachment building, the Contractor will provide a written fire inspection report that will include the following:
  - 2.1.1.2.1.1. Evaluation of the Fire Safety Plan and Fire Emergency Organization (if applicable) for the building to ensure that it meets the requirements of RCMP Policy and has been updated such that it reflects the current conditions and staffing in the building.
  - 2.1.1.2.1.2. Evaluation of the maintenance documentation of building life safety systems (as provided in the building) including:
    - 2.1.1.2.1.2.1. Monthly and annual fire alarm and voice communication systems checks testing and maintenance, including a log of monthly checks and the annual fire alarm testing report. **Reference NFC Articles 6.3.1.2 and 6.3.1.4 as well as CAN/ULC-S536.**



- 2.1.1.2.1.2.2. Monthly and annual checks and testing of smoke and CO alarms, including a log of monthly checks and the annual testing report. **Reference NFC 6.7.1.1 and CAN/ULCS552.**
- 2.1.1.2.1.2.3. Monthly and annual checks and testing of battery pack emergency lighting, including a log of monthly checks and the annual testing report. **Reference NFC Article 6.5.1.6.**
- 2.1.1.2.1.2.4. Monthly and annual checks and testing of exit signs, including a log of monthly checks and annual testing report. **Reference NFC Article 6.5.1.8.**
- 2.1.1.2.1.2.5. Monthly and annual checks and testing of fire extinguishers, including log of monthly checks and annual testing report. **Reference NFC Article 6.2.1.1 and National Fire Protection Association (NFPA) #10.**
- 2.1.1.2.1.2.6. Monthly and annual checks and testing of sprinkler systems, including a log of monthly checks and an annual testing report. **Reference NFC Article 6.4.1.1 and NFPA #25.**
- 2.1.1.2.1.2.7. Weekly and annual checks and testing of fire pumps, including a log of weekly checks and an annual testing report. **Reference NFC Article 6.4.1.1 and NFPA #25.**
- 2.1.1.2.1.2.8. Any special fire suppression systems in the building shall have maintenance records in accordance with **NBC Article 6.6.1.1.**
- 2.1.1.2.1.2.9. If there is an emergency generator and **IF** it is the sole emergency power source for any life safety systems then ensure that the weekly and monthly logs as well as the annual testing report have been done as per **NFC Sentence 6.5.1.1(1) and CAN/CSA-C282.** If the emergency generator provides a **secondary** backup to the building fire alarm, emergency lighting and exit signs etc. then no review of its testing is required.
- 2.1.1.2.1.2.10. Identify that the maintenance of life safety systems is being done correctly as per the NFC Part 6 requirements and is up to date. Deficiencies noted in any of the checks, logs, or reports shall be identified in the fire inspection report.
- 2.1.1.2.2. Evaluation of Building and Occupant Fire Safety as per Part 2 of the NFC including:
- 2.1.1.2.2.1. Installation deficiencies for; Fire Alarm, Standpipe, Sprinkler Systems, Emergency Lighting, Emergency Power, Exit Signs, Fire Extinguishers, Voice Communication Systems, Smoke Alarms and Special Fire Suppression Systems,



- 2.1.1.2.2.2. Deficiencies in fire separations and associated closures,
- 2.1.1.2.2.3. Deficiencies in doors in fire separations,
- 2.1.1.2.2.4. Deficiencies in fire damper installation and fire damper maintenance,
- 2.1.1.2.2.5. Deficiencies in interior finishes and decorative materials,
- 2.1.1.2.2.6. Fire hazards, inappropriate storage and use of dangerous goods,
- 2.1.1.2.2.7. Fire department access to the building,
- 2.1.1.2.2.8. Service Equipment,
- 2.1.1.2.2.9. Deficiencies in life safety items relating to egress including; means of egress, exits, egress and exit doors, inappropriate door locking hardware, exit signs, and emergency lighting,
- 2.1.1.2.2.10. Emergency Planning and Fire Drills. Refer to item 1 above, and
- 2.1.1.2.2.11. Other specialized sections of NFC Part 2 applicable to the building.
- 2.1.1.2.3. Evaluation of Indoor and Outdoor Storage (as applicable) as per Part 3 of the NFC including:
  - 2.1.1.2.3.1. Compressed gasses
  - 2.1.1.2.3.2. Explosives
  - 2.1.1.2.3.3. Radioactive Materials
  - 2.1.1.2.3.4. Dangerous Goods
  - 2.1.1.2.3.5. Industrial Trucks (if applicable)
  - 2.1.1.2.3.6. Indoor Storage
  - 2.1.1.2.3.7. Tire Storage
  - 2.1.1.2.3.8. Outdoor Storage
- 2.1.1.2.4. Evaluation of the Use and Storage of Flammable and Combustible Liquids (as applicable) as per Part 4 of the NFC.
- 2.1.1.2.5. Evaluation of Hazardous Processes and Operations (as applicable) as per Part 5 of the NFC. This Part includes Laboratories and Workshops.
- 2.1.1.2.6. Evaluation of building use for compliance to RCMP Fire Protection Requirements including mobile shelving, fire protection for information



technology facilities and equipment and record and exhibit storage, as applicable to the building.

### **2.1.2. Deliverables**

2.1.2.1. All fire inspections reports must be completed within the three years of Contract award.

2.1.2.2. Fire inspection reports should be submitted within three weeks from the completion of the fire inspection for approval.

2.1.2.3. RCMP Project Authority will provide approval for each Fire Inspection Report to the Contractor within 30 days of receipt of report.

## **2.2. Specifications and Standards**

2.2.1. Alternative solutions (if applicable):

2.2.1.1. If the building or component of the building was designed using the **NBC Alternative Solution Process in NBC Division C, Section 2.3** then maintenance and operational requirements of the Alternative Solution shall be reviewed during the Fire Inspection to ensure compliance to the original design assumptions.+

2.2.1.2. If there was an **Alternative Solution to prescriptive NFC requirements using the NFC Alternative Solution Process in NFC Division C, Section 2.3** then the maintenance and operational requirements of the Alternative Solution shall be reviewed during the Fire Inspection to ensure compliance to the assumptions of the Alternative Solution.

## **2.3. Technical, Operational and Organizational Environment**

2.3.1. Work Schedule

Contractor to perform inspections during the facility's normal business hours 08:00 – 16:00 (times may vary by location), Monday to Friday.

2.3.2. Extra Work – As and When Requested

Work not included in the base contract scope may be required on an as-and-when basis. This would include inspections of facilities not included in Appendix A-1. Work of this nature would be covered by a change to the base value as required.

## **2.4. Method and Source of Acceptance**

Fire Inspections and written reports shall be to the satisfaction of the RCMP Project Authority or their designated representative. The RCMP will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction at the Contractor's expense.



## **2.5. Reporting Requirements**

2.5.1. The Contractor must submit one (1) electronic copy for every fire inspection report to the RCMP Project Authority.

2.5.2. The Contractor must use Microsoft Word, minimum version Word 97-2003 (.doc).

## **2.6. Project Management Control Procedures**

The RCMP Project Authority will:

- Compare reports against the schedule provided by the Contractor as to when they are due. If reports are not coming in on time, then the RCMP Project Authority will contract the Contractor to find out the delay.
- Review and provide feedback to the Contractor within 30 days of receipt of report if changes are required.

## **3. ADDITIONAL INFORMATION**

### **3.1. Canada's Obligations**

The RCMP will provide:

- access to all owned/leased buildings and facilities;
- Provide a complete list of owned and leased facilities in Alberta; and
- an electronic copy of the applicable RCMP policy regarding fire inspections

### **3.2. Contractor's Obligations**

The Contractor must:

- Unless otherwise specified, use its own equipment and software for the performance of this Statement of Work;
- Submit an Inspection schedule twenty (20) days after contract award;
- Submit a written fire inspection report for each facility, owned or leased building; and
- Complete all fire inspections within three years of contract award.

### **3.3. Location of Work, Work site and Delivery Point**

Refer to Appendix A-2.



### **3.4. Language of Work**

All work is to be performed in English only.

### **3.5. Travel and Living**

Travel is required under this contract. The basis of payment will account for the costs involved.

## **4. PROJECT SCHEDULE**

### **4.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)**

#### **4.1.1. Inspection Schedule**

4.1.1.1. Contractor to present Inspection Schedule to RCMP Project Authority within thirty (30) days of contract award.

4.1.1.2. RCMP Project Authority will review Inspection schedule and return to Contractor within ten (10) days of receipt of inspection schedule.

4.1.1.3. Contractor is to return the revised Inspection schedule within ten (10) days of receipt of comments.

#### **4.1.2. Fire Inspections**

4.1.2.1. Refer to Section 2.1.1.2 and Appendix A-1.

## **5. REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED**

### **5.1. Fire Inspectors**

5.1.1. All Contractor's personnel/subcontractors performing the inspections must:

5.1.1.1. be a Safety Codes Officer with the discipline of Fire Group B2 (Inspector);

5.1.1.2. have a minimum of five years experience conducting fire inspections – residential, commercial, high rise;

5.1.1.3. have experience in conducting fire inspections to the NFC or provincial fire code (NFC takes precedent);

5.1.1.4. have a working knowledge of the NFC and NBC and the ability to interpret the codes.

5.1.2. Inspectors who have a working knowledge of standards relating to the maintenance of life safety equipment is considered as an asset but not a requirement.

### **5.2. Contractor's Personnel and Personnels' Education and Experience**





5.2.1. Contractor is responsible to provide replacement personnel when the current personnel is no longer able to provide the services outlined in the contract, in order to stay on schedule.

5.2.2. Through out the duration of the contract, the contractor will ensure its personnel performing the Work:

5.2.2.1. will maintain education requirements and certification as indicated in 5.1.1.1.

5.2.2.2. and have the necessary experience to perform the Work as indicated in 5.1.1.2.

## 6. APPLICABLE DOCUMENTS AND GLOSSARY

### 6.1. Applicable Documents

1. RCMP policy – Section on Fire Inspections
2. NFC – National Fire Code
3. NBC – National Building Code

### 6.2. Relevant Terms, Acronyms and Glossaries

**RCMP** – Royal Canadian Mounted Police

**NFC** – National Fire Code

**NBC** – National Building Code

**NFPA** – National Fire Protection Association

**Leased building** means a building occupied by the RCMP but not owned by the RCMP.

**Facility** means property which does not meet the definition of a building but is used for the outdoor storage of material regulated by the NFC, such as fuel tanks, and outdoor storage of combustible and flammable materials.

The following words found in this document are defined in National Building Code (NBC) and NFC, Division A, Articles 1.4.1.2.:

a. **Building** means a structure used or intended for supporting or sheltering any use or occupancy.

b. **Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property. **Examples of Assembly Occupancies:** Arenas, Gymnasiums, Schools and Colleges (nonresidential), Licensed Beverage Establishments, Dining Halls, Restaurants, Chapels, Libraries, Museums, Clubs.



c. **Contained Use Area** means a supervised area containing one or more rooms where occupant movement is restricted to a single room by security measures not under control of the occupant.

d. **Impeded Egress Zone** means a supervised area in which occupants have free movement but require the release, by security personal, of security doors at the boundary before they are able to leave the area, but does not include a contained use area.

**Examples of buildings with Contained Use Areas and Impede Egress Zones:**  
Police Buildings with Holding Cells, Police Buildings with lockable Secure Interview Rooms.



## APPENDIX "A-1" FACILITIES LIST

FIRE INSPECTIONS - FACILITIES LIST											
Western Alberta District						Eastern Alberta District					
Location	Building	Building Type / Predominant Use	Total Usable	No. of Floors	Basements	Location	Building	Building Type / Predominant Use	Total Usable	No. of Floors	Basements
Beaverlodge	270	Detachment	570.00	1	1	Athabasca	210	Detachment	616.10	1	0
Brownvale	459	Community Office	10.03	0	0	Barrhead	402	Detachment	585.30	1	0
Chateh (Assumption)	145	Cell Facility	104.60	1	0	Boyle	229	Detachment	350.80	2	0
	98	Detachment	521.00	1	0		567	Office	315.00	1	0
	99	Garage	104.60	1	0	Cold Lake	472	Community Office	14.05	0	0
	202	Garage	65.45	1	0		336	Detachment	841.00	1	0
Drayton Valley	246	Detachment	762.90	1	0	Consort	240	Detachment	168.40	1	0
Edson	305	Detachment	2045.90	2	1	Coronation	356	Detachment	123.40	0	0
Evansburg	518	Detachment	693.00	1	0	Desmarais	70	Detachment	594.30	1	1
Fairview	221	Detachment	531.70	3	0		220	Garage	72.50	1	0
Faust	244	Detachment	615.00	1	1	Elk Point	164	Detachment	309.60	1	0
	417	Garage	87.00	1	0	Fort Chipewyan	182	Detachment/ Attached Housing	281.90	1	0
Fort Vermilion	464	Detachment	709.60	1	0		183	Garage	138.90	1	0
Fox Creek	523	Detachment	516.00	1	0	Fort McMurray	588	Cell Facility	1872.90	1	0
	616	Garage	40.00	1	0		521	Detachment	6898.60	0	0
Grande Cache	561	Detachment	820.60	1	1		497	Transient Unit	114.11	0	0
	613	Garage	53.25	1	0		498	Transient Unit	114.11	0	0
Grande Prairie	469	Detachment	3753.00	0	0	Janvier	300	Patrol Cabin	60.60	1	0
	475	Detachment	48.50	0	0		301	Transient Unit	82.00	1	0
	458	District Office	458.18	0	0	Killam	64	Detachment	243.30	3	0
Grimshaw	370	Detachment	210.00	0	0	Kitscoty	241	Detachment	170.80	1	0
High Level	562	Detachment	1274.00	0	0	Lac la Biche	256	Detachment	500.60	1	1
High Prairie	205	Detachment	1001.70	1	0	Lloydminster	589	Detachment	6029.70	2	0
Hinton	487	Detachment	1304.00	0	0	Provost	81	Detachment	238.40	3	0
Jasper	165	Detachment/ Attached	831.30	1	0	Redwater	91	Detachment	585.20	1	0



		Housing									
	62	Garage	97.10	1	0	Saddle Lake	462	Detachment	213.63	1	0
	547		35.00	1	0	Slave Lake	303	Detachment	459.70	2	0
La Crete	520	Community Office	47.60	0	0	Smoky Lake	313	Detachment	354.70	2	0
Manning	581	Detachment	559.00	1	0	St. Paul	176	District Office	1738.40	3	0
Mayerthorpe	227	Detachment	655.70	2	0	Tofield	146	Detachment	174.70	2	0
McLennan	255	Detachment	570.30	2	0		147	Garage	62.60	1	0
Peace River	37	Detachment	1869.00	1	0	Two Hills	96	Detachment	313.60	2	1
Red Earth Creek	277	Detachment	415.90	2	0		620	Garage	44.97	1	0
	271	Workshop	73.00	1	0	Vegreville	375	Detachment	325.40	1	0
Spirit River	133	Detachment	603.00	0	0	Vermilion	377	Detachment	544.00	1	0
Swan Hills	289	Detachment	526.00	2	0		100	Detachment	176.40	2	0
Valleyview	449	Community Office	65.50	0	0	Viking	101	Garage	37.30	1	0
	206	Detachment	578.20	1	0	Wainwright	446	Detachment	708.36	0	0
Whitecourt	398	Detachment	775.20	0	0	Westlock	318	Detachment	476.60	1	0
	580	Garage	164.00	1	0						
Central Alberta District						Southern Alberta District					
Location	Building	Building Type / Predominant Use	Total Usable	No. of Floors	Basements	Location	Building	Building Type / Predominant Use	Total Usable	No. of Floors	Basements
Bashaw	302	Detachment	358.20	2	0	Airdrie	556	Detachment	2174.70	1	0
	582	Garage	49.00	1	0		583	Garage	90.00	1	0
Beaumont	492	Detachment	838.70	0	0		571	Office	1746.40	1	0
Blackfalds	541	Detachment	856.00	1	0	Banff	166	Detachment	846.00	2	1
	595	Satellite Office	11.15	1	0	Bassano	315	Detachment	337.00	2	0
Breton	26	Detachment	290.30	2	1	Beiseker	22	Detachment	131.40	2	0
Camrose	171	Detachment	813.00	1	0	Bow Island	67	Detachment/ Attached Housing	255.80	1	0
Clive	566	Community Office	8.36	1	0	Brocket (Piikani)	345	Detachment	609.50	0	0
Devon	419	Detachment	296.80	1	0	Brooks	228	Detachment	657.70	2	0
Edmonton	544	Detachment	540.00	1	0		31	Detachment	1009.40	1	1
	432	Forensic Laboratory	3362.00	3	0	Calgary	473	Office	179.50	0	0
	568	Hangar	3314.00	1	0		468	Office	371.75	0	0
	503	Office	374.86	0	0		601	Office	7040.60	0	0
	540	Office	2166.00	1	0		504	Storage	160.26	0	0



	545	Office	966.00	1	0		602	Storage	460.70	0	0
	553	Office	126.00	1	0	Canmore	293	Detachment	464.30	1	1
	435	Post Garage	1583.60	1	0	Cardston	204	Detachment	553.70	1	0
	615	Post Garage	1580.80	3	1	Castor	543	Satellite Office	43.30	1	0
	11	Special Purpose	38.80	1	0	Chestermere	600	Detachment	1333.00	2	0
	609	Storage/ Warehouse	743.50	1	0	Claresholm	111	Detachment	986.10	2	1
	502	Storage/ Warehouse	299.19	0	0	Cochrane	225	Detachment	613.30	1	0
	579	Storage/ Warehouse	345.60	1	0		525	Garage	41.00	1	0
	425	Storage/ Warehouse	1512.90	0	0	Crowsnest Pass (Blairmore)	199	Detachment	343.30	1	0
	535	Storage/ Warehouse	237.80	0	0	Didsbury	338	Detachment	622.00	0	0
Enoch	645	Storage/ Warehouse	0.00	0	0	Drumheller	403	Detachment	355.80	0	0
	593	Community Office	365.00	1	0	Foremost	90	Detachment/Attached Housing	227.00	2	0
Fort Saskatchewan	592	Detachment	3052.50	1	0	Fort Macleod	522	Detachment	592.00	1	0
	384	Detachment	819.40	0	0	Gleichen	308	Detachment	904.24	2	0
Innisfail	311	Detachment	938.10	1	1		237	Garage	69.60	1	0
	565	Garage	78.00	1	0	Hanna	351	Detachment	429.70	0	0
Leduc	332	Detachment	1400.40	0	0	High River	371	Detachment	869.00	1	0
Maskwacis (Hobbema)	494	Detachment	1220.00	0	0	Kananaskis	207	Detachment	333.70	1	0
Morinville	214	Detachment	577.50	1	0	Lake Louise	118	Detachment	304.40	2	0
	510	Garage	45.00	1	0	Lethbridge	71	Detachment	951.60	4	0
O'Chiese	411	Satellite Office	103.16	0	0		72	Post Garage	591.80	1	1
Onoway	330	Satellite Office	11.10	0	0	Milk River	119	Detachment/ Attached Housing	389.80	1	0
Ponoka	374	Detachment	374.00	0	1		250	Garage	47.90	1	0
Red Deer	550	Detachment	752.10	1	0	Nanton	359	Detachment/ Attached Housing	347.07	0	0
	549		191.17	1	0	Okotoks	573	Detachment	1329.00	3	0
	110	District Office	1789.70	0	0	Olds	362	Detachment	841.00	0	0
Rimbey	381	Detachment	410.00	1	1		453	Garage	71.30	1	0
Rocky Mountain	309	Detachment	797.60	1	1	Oyen	52	Detachment/ Attached	197.40	1	0



House								Housing			
	10	Storage	27.40	1	0	Picture Butte	167	Detachment	8.22	1	1
Sherwood Park (Strathcona)	400	Detachment	1709.00	1	0	Pincher Creek	496	Detachment	701.00	0	0
St. Albert	416	Detachment	1874.00	0	0	Raymond	339	Detachment	594.00	0	0
Stettler	224	Detachment	410.10	2	0	Redcliff	526	Detachment	1024.60	0	0
Stony Plain	223	Detachment	801.30	2	0	Strathmore	168	Detachment	1108.10	1	0
Strathcona County	555	Satellite Office	63.76	1	0	Sundre	41	Detachment	238.60	1	0
Sylvan Lake	539	Detachment	1144.00	1	0	Taber	299	Detachment	535.60	2	0
Thorsby	226	Detachment	242.50	1	0	Three Hills	286	Detachment	453.40	2	0
Wetaskiwin	337	Detachment	1440.00	0	0	Tsui T'ina	181	Cell Facility	24.53	1	0
Wetaskiwin	355	Storage	78.03	0	0	Turner Valley	161	Detachment	740.40	2	0
Whitecourt	611	Office	10.00	1	0		162	Garage	47.30	1	0
						Vauxhall	364	Office	13.37	0	0
						Vulcan	536	Detachment	445.00	0	0
						Waterton Park	104	Detachment	246.30	2	1
							105	Transient Unit	165.20	2	1



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**APPENDIX “A-2”  
DELIVERY POINTS**

To be provided at contract award.



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**ANNEX “B”**  
**MANDATORY TECHNICAL CRITERIA**

Mandatory Employee Experience and Past Performance –

To carry out the work on this requirement, the contractor must provide qualified personnel:

- To conduct fire inspections to the NFC or provincial fire code (NFC takes precedent) on residential, commercial and/or high rise buildings.
- To write fire inspection reports

In the event where the information for any personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

Refer to Part 3 & 4 – BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

**In addition, for each personnel proposed, provide a copy of their valid licensing documentation as per Section 4.1.1.2.**

**Fill out the table on the next page for each personnel proposed.**





**Fire Inspector (Safety Codes Officer with discipline of Fire Group B2 or equivalent)**  
(minimum 2 up to 5 references covering 5 consecutive recent years)

Name of Personnel: \_\_\_\_\_

Name of Client Organization or Company:	Project/Contract Reference #1: _____ _____	Project/Contract Reference #2: _____ _____	Project/Contract Reference #3: _____ _____	Project/Contract Reference #4: _____ _____	Project/Contract Reference #5: _____ _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ _____ Title: _____ _____	Name: _____ _____ Title: _____ _____	Name: _____ _____ Title: _____ _____	Name: _____ _____ Title: _____ _____	Name: _____ _____ Title: _____ _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____ _____	Phone #: _____ E-mail: _____ _____	Phone #: _____ E-mail: _____ _____	Phone #: _____ E-mail: _____ _____	Phone #: _____ E-mail: _____ _____
Performance period of the project or contract (indicate year, month, day):	From: _____ (YYYY/MM/DD) To: _____ (YYYY/MM/DD)	From: _____ (YYYY/MM/DD) To: _____ (YYYY/MM/DD)	From: _____ (YYYY/MM/DD) To: _____ (YYYY/MM/DD)	From: _____ (YYYY/MM/DD) To: _____ (YYYY/MM/DD)	From: _____ (YYYY/MM/DD) To: _____ (YYYY/MM/DD)
Summary of Project:					



## ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

SRCL#2017-11131994



Government of Canada  
Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction REAL PROPERTY ASSET MANAGEMENT - K DIVISION	
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: 2018/2019 2019/2020 Blanket SRCL required to perform fire safety inspections in various buildings within "K" Division. RCMP Reliability status for all contractors requiring unescorted access to detachments and offices. The intent is to ensure ongoing fire safety inspections of existing RCMP owned and leased buildings and facilities throughout their lifecycle in accordance with the requirements of the current edition of the National Fire Code (NFC). This is done to meet the RCMP's obligation under the Treasury Board of Canada Fire Protection Standards.		
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 type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input 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 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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/ECT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Gouvernement  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ 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?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

☐ 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 350-109(2004/12)

Security Classification / Classification de sécurité

Canada



Gouvernement du Canada  
Government of Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART C - COMPLETING THE SUMMARY CHART**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required of 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 PROTÉGÉE			CLASSIFIED CLASSIFIÉE		NATO					COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	DOMESTIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Amal																
Personnel / Ident																
Production																
IT Mater /																
Support / I																
IT Mater /																
Support / I																

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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 "D" CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 1. 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

<b>Supplier's Legal Name:</b>
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier's Address:</b>
<b>Supplier's Procurement Business Number (Optional):</b>
<b>Solicitation or Transaction Number:</b>
<b>Date of bid, offer submission or closing date of Invitation to Offer (yyy-mm-dd):</b>



### 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

## 2. Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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





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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;



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

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

### **Certification**

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.





## ANNEX “E” BASIS OF PAYMENT

Please Note:

Annex E must be completed in its entirety. 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.

- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of the Contract.

BIDDER'S PRICING:

### Pricing Schedule 1: Firm Price

FIRE INSPECTIONS - FIRM FIXED RATE PER BUILDING							
Western Alberta District				Eastern Alberta District			
Location	Building	Building Type / Predominant Use		Location	Building	Building Type / Predominant Use	
Beaverlodge	270	Detachment	\$ _____	Athabasca	210	Detachment	\$ _____
Brownvale	459	Community Office	\$ _____	Barrhead	402	Detachment	\$ _____
Chateh (Assumption)	145	Cell Facility	\$ _____	Boyle	229	Detachment	\$ _____
	98	Detachment	\$ _____		567	Office	\$ _____
	99	Garage	\$ _____	Cold Lake	472	Community Office	\$ _____



	202	Garage	\$ _____		336	Detachment	\$ _____
Drayton Valley	246	Detachment	\$ _____	Consort	240	Detachment	\$ _____
Edson	305	Detachment	\$ _____	Coronation	356	Detachment	\$ _____
Evansburg	518	Detachment	\$ _____	Desmarais	70	Detachment	\$ _____
Fairview	221	Detachment	\$ _____		220	Garage	\$ _____
Faust	244	Detachment	\$ _____	Elk Point	164	Detachment	\$ _____
	417	Garage	\$ _____	Fort Chipewyan	182	Detachment/ Attached Housing	\$ _____
Fort Vermilion	464	Detachment	\$ _____		183	Garage	\$ _____
Fox Creek	523	Detachment	\$ _____	Fort McMurray	588	Cell Facility	\$ _____
	616	Garage	\$ _____		521	Detachment	\$ _____
Grande Cache	561	Detachment	\$ _____		497	Transient Unit	\$ _____
	613	Garage	\$ _____		498	Transient Unit	\$ _____
Grande Prairie	469	Detachment	\$ _____	Janvier	300	Patrol Cabin	\$ _____
	475	Detachment	\$ _____		301	Transient Unit	\$ _____
	458	District Office	\$ _____	Killam	64	Detachment	\$ _____



Grimshaw	370	Detachment	\$ _____	Kitscoty	241	Detachment	\$ _____
High Level	562	Detachment	\$ _____	Lac la Biche	256	Detachment	\$ _____
High Prairie	205	Detachment	\$ _____	Lloydminster	589	Detachment	\$ _____
Hinton	487	Detachment	\$ _____	Provost	81	Detachment	\$ _____
Jasper	165	Detachment/ Attached Housing	\$ _____	Redwater	91	Detachment	\$ _____
	62	Garage	\$ _____	Saddle Lake	462	Detachment	\$ _____
	547		\$ _____	Slave Lake	303	Detachment	\$ _____
La Crete	520	Community Office	\$ _____	Smoky Lake	313	Detachment	\$ _____
Manning	581	Detachment	\$ _____	St. Paul	176	District Office	\$ _____
Mayerthorpe	227	Detachment	\$ _____	Tofield	146	Detachment	\$ _____
McLennan	255	Detachment	\$ _____		147	Garage	\$ _____
Peace River	37	Detachment	\$ _____	Two Hills	96	Detachment	\$ _____
Red Earth Creek	277	Detachment	\$ _____		620	Garage	\$ _____
	271	Workshop	\$ _____	Vegreville	375	Detachment	\$ _____
Spirit River	133	Detachment	\$ _____	Vermilion	377	Detachment	\$ _____



Swan Hills	289	Detachment	\$ _____	Viking	100	Detachment	\$ _____	
Valleyview	449	Community Office	\$ _____		101	Garage	\$ _____	
	206	Detachment	\$ _____	Wainwright	446	Detachment	\$ _____	
Whitecourt	398	Detachment	\$ _____	Westlock	318	Detachment	\$ _____	
	580	Garage	\$ _____					
<b>WESTERN ALBERTA DISTRICT SUBTOTAL</b>				<b>\$ _____</b>		<b>EASTERN ALBERTA DISTRICT SUBTOTAL</b>		<b>\$ _____</b>
<b>Central Alberta District</b>				<b>Southern Alberta District</b>				
<b>Location</b>	<b>Building</b>	<b>Building Type / Predominant Use</b>		<b>Location</b>	<b>Building</b>	<b>Building Type / Predominant Use</b>		
Bashaw	302	Detachment	\$ _____	Airdrie	556	Detachment	\$ _____	
	582	Garage	\$ _____		583	Garage	\$ _____	
Beaumont	492	Detachment	\$ _____		571	Office	\$ _____	
Blackfalds	541	Detachment	\$ _____	Banff	166	Detachment	\$ _____	
	595	Satellite Office	\$ _____	Bassano	315	Detachment	\$ _____	
Breton	26	Detachment	\$ _____	Beiseker	22	Detachment	\$ _____	
Camrose	171	Detachment	\$ _____	Bow Island	67	Detachment/ Attached Housing	\$ _____	



Clive	566	Community Office	\$ _____	Brocket (Piikani)	345	Detachment	\$ _____
Devon	419	Detachment	\$ _____	Brooks	228	Detachment	\$ _____
Edmonton	544	Detachment	\$ _____	Calgary	31	Detachment	\$ _____
	432	Forensic Laboratory	\$ _____		473	Office	\$ _____
	568	Hangar	\$ _____		468	Office	\$ _____
	503	Office	\$ _____		601	Office	\$ _____
	540	Office	\$ _____		504	Storage	\$ _____
	545	Office	\$ _____		602	Storage	\$ _____
	553	Office	\$ _____	Canmore	293	Detachment	\$ _____
	435	Post Garage	\$ _____	Cardston	204	Detachment	\$ _____
	615	Post Garage	\$ _____	Castor	543	Satellite Office	\$ _____
	11	Special Purpose	\$ _____	Chestermere	600	Detachment	\$ _____
	609	Storage/ Warehouse	\$ _____	Claresholm	111	Detachment	\$ _____
	502	Storage/ Warehouse	\$ _____	Cochrane	225	Detachment	\$ _____
	579	Storage/ Warehouse	\$ _____		525	Garage	\$ _____



	425	Storage/ Warehouse	\$ _____	Crowsnest Pass (Blairmore)	199	Detachment	\$ _____
	535	Storage/ Warehouse	\$ _____	Didsbury	338	Detachment	\$ _____
	645	Storage/ Warehouse	\$ _____	Drumheller	403	Detachment	\$ _____
Enoch	593	Community Office	\$ _____	Foremost	90	Detachment/Attached Housing	\$ _____
Fort Saskatchewan	592	Detachment	\$ _____	Fort Macleod	522	Detachment	\$ _____
	384	Detachment	\$ _____	Gleichen	308	Detachment	\$ _____
Innisfail	311	Detachment	\$ _____		237	Garage	\$ _____
	565	Garage		Hanna	351	Detachment	
Leduc	332	Detachment		High River	371	Detachment	
Maskwacis (Hobbema)	494	Detachment	\$ _____	Kananaskis	207	Detachment	\$ _____
Morinville	214	Detachment	\$ _____	Lake Louise	118	Detachment	\$ _____
	510	Garage	\$ _____	Lethbridge	71	Detachment	\$ _____
O'Chiese	411	Satellite Office	\$ _____		72	Post Garage	\$ _____
Onoway	330	Satellite Office	\$ _____	Milk River	119	Detachment/ Attached Housing	\$ _____
Ponoka	374	Detachment	\$ _____		250	Garage	\$ _____



Red Deer	550	Detachment	\$ _____	Nanton	359	Detachment/ Attached Housing	\$ _____
	549		\$ _____	Okotoks	573	Detachment	\$ _____
	110	District Office	\$ _____	Olds	362	Detachment	\$ _____
Rimbey	381	Detachment	\$ _____		453	Garage	\$ _____
Rocky Mountain House	309	Detachment	\$ _____	Oyen	52	Detachment/ Attached Housing	\$ _____
	10	Storage	\$ _____	Picture Butte	167	Detachment	\$ _____
Sherwood Park (Strathcona)	400	Detachment	\$ _____	Pincher Creek	496	Detachment	\$ _____
St. Albert	416	Detachment	\$ _____	Raymond	339	Detachment	\$ _____
Stettler	224	Detachment	\$ _____	Redcliff	526	Detachment	\$ _____
Stony Plain	223	Detachment	\$ _____	Strathmore	168	Detachment	\$ _____
Strathcona County	555	Satellite Office	\$ _____	Sundre	41	Detachment	\$ _____
Sylvan Lake	539	Detachment	\$ _____	Taber	299	Detachment	\$ _____
Thorsby	226	Detachment	\$ _____	Three Hills	286	Detachment	\$ _____
Wetaskiwin	337	Detachment	\$ _____	Tsui T'ina	181	Cell Facility	\$ _____
Wetaskiwin	355	Storage	\$ _____	Turner Valley	161	Detachment	\$ _____



Whitecourt	611	Office	\$ _____		162	Garage	\$ _____
				Vauxhall	364	Office	\$ _____
				Vulcan	536	Detachment	\$ _____
				Waterton Park	104	Detachment	\$ _____
					105	Transient Unit	\$ _____
CENTRAL ALBERTA DISTRICT SUBTOTAL			\$ _____	SOUTHERN ALBERTA DISTRICT SUBTOTAL			\$ _____
ALBERTA DISTRICT TOTAL = Western Alberta District Subtotal + Eastern Alberta District Subtotal + Central Alberta District Total + Southern Alberta District Subtotal						\$ _____	





## Pricing Schedule 2: Extra Work – As and When Requested

“Extra Work” will be conducted on an “as and when” requested basis.

When “as and when” work is requested during the contract period, the contractor must complete and submit the Appendix B-1 – “Cost Estimate Form for Extra Work”. Written authorization must be obtained from the Project Authority prior to conducting any extra work.

Bidders must submit a firm all inclusive prices/rates in Annex E, including all necessary travel and living expenses as detailed in Annex A, Statement of Work.

FIRE INSPECTIONS - FIRM FIXED RATE PER LOCATION			
Extra Work - As and When Requested			
(Each location is assumed to have only two buildings for evaluation purposes only.)			
Region	Estimated # of Locations (a)	Firm Fixed Price (b)	Extended Price (a) x (b)
Western Alberta District	2	\$ _____	\$ _____
Eastern Alberta District	2	\$ _____	\$ _____
Provincial Capital District	2	\$ _____	\$ _____
Southern Alberta District	2	\$ _____	\$ _____
EXTENDED PRICE TOTAL:			\$ _____



TOTAL ASSESSED PROPOSAL PRICE:		Sum of Bidder's Pricing:
1	Pricing Schedule 1: Firm Price =Western Alberta District Subtotal + Eastern Alberta District Subtotal + Provincial Capital District Subtotal + Southern Alberta District Subtotal	\$ _____
2	Pricing Schedule 2: Extra Work – As and When Requested	\$ _____
Total Assessed Proposal Price		\$ _____



## ANNEX "F" INSURANCE REQUIREMENTS

### COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. 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 by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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.



**APPENDIX B-1  
COST ESTIMATE FORM FOR EXTRA WORK**

<b>Contract:</b> _____		<b>Contractor:</b> _____			<b>Date:</b> _____		
<b>Description of Work:</b>          							
City	Property	Building	Rental Units	Building Type / Predominate Use	Total Usable	No. of Floors	Basements

BASIS OF PAYMENT					
Location	Building Type / Predominant Use	Building	Firm Fixed Rate	Rental Units	Firm Fixed Rate
			\$ _____		\$ _____
			\$ _____		\$ _____
			\$ _____		\$ _____
			\$ _____		\$ _____
SUBTOTAL:		\$ _____		\$ _____	
TOTAL:				\$ _____	



## ANNEX "H" CHECKLIST FOR BID SUBMISSION

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

**Ensure that the Bidder's Individual or Company name, return address, *the bid solicitation number, and bid solicitation closing date and time* are clearly visible on all envelope(s), or parcel(s), containing the bid documents.**

Bid Receiving  
Royal Canadian Mounted Police (RCMP)  
Procurement & Contracting Services  
Bid Receiving Unit,  
5th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

**Please note:** If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

### **Ensure the following documentation is completed in full and attached:**

- ☐ Front Page of Invitation to Tender document – signed & dated
- ☐ Annex "B" Mandatory Technical Criteria, including copy(ies) of valid licensing documentation
- ☐ Annex "E" Basis of Payment

The following documents can be submitted with the bid or submitted after upon request from the Contracting Authority:

- ☐ Front Page of Amendment document(s) (if applicable) – signed & dated
- ☐ Insurance – Proof of Availability Prior to Contract Award – Insurance Letter or copy of current Insurance Certificate
- ☐ Annex "D" Certifications

**NOTE: Ensure you include all costs of doing business in your bid price in Annex E.**