



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

Courier/Mail To:

Bid Receiving/Réception des soumissions  
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.

OR

Fax: 780-454-4523

**INVITATION TO TENDER**

**APPEL D'OFFRES**

**Tender 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.

**Soumission aux: Gendarmerie royale du Canada**

Nous offrons par la présente de vendre à Sa Majesté I Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes 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> Janitorial Services – RCMP Drayton Valley Detachment		<b>Date</b> November 21, 2018
<b>Solicitation No. – N° de l'invitation</b> M5000-19-02095/A		
<b>Client Reference No. - No. De Référence du Client</b> 201902095		
<b>GETS Reference No. - No. De Référence du SEAG</b> PW-18-00851994		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2:00 PM	MST (Mountain Standard Time) HNR (heure normale de Rocheuses)
<b>On / le :</b>	January 8, 2019	
<b>Destination of Goods and Services – Destinations des biens et services</b> Royal Canadian Mounted Police Drayton Valley Detachment 5409 Industrial Road Drayton Valley, AB T7A 1R6		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shelley Doering, Procurement Officer email: Shelley.doering@rcmp-grc.gc.ca		
<b>Email Address – adresse électronique:</b> shelley.doering@rcmp-grc.gc.ca		

<b>COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER</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>E-Mail Address – adresse électronique :</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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## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1. Security Requirement
- 1.2. Statement of Work
- 1.3. Debriefings
- 1.4. Recourse Mechanisms
- 1.5. Trade Agreements

### **PART 2 - BIDDER INSTRUCTIONS**

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1. Bid Preparation Instructions

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

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1. Certifications Required Precedent to Contract Award and Additional Information

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

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



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**List of Annexes:**

Annex A	Statement of Work
Appendix A-1	Standard Operating Procedure
Annex B	Basis of Payment
Annex C	Certifications Precedent to Contract Award
Annex D	Insurance Requirements
Annex E	Janitorial Services Activity Log Sample
Annex F	Communication Log
Annex G	Security Requirements Check List
Annex H	Checklist for Bid Submission



## **PART 1 - GENERAL INFORMATION**

### **1.1. Security Requirement**

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; fingerprinting may be required. This information must be provided within three business days of request.
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.

### **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 of 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 North American Free Trade Agreement (NAFTA) 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 (<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: sixty (60) days

Insert: one hundred and eighty (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 **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, facsimile or email.**

### 2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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 the Province of 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. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 5409 Industrial Avenue, Drayton Valley, Alberta on Tuesday, December 11, 2018. The site visit will begin at 10am MST.

Bidders are requested to communicate with the Detachment no later than Monday, December 10, 2018 by 2pm MST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

#### **2.6 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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

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



Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](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: Financial Bid (one (1) hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1) (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/1/60/1>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Financial Bid**

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

#### **Section II: Certifications**

Bidders must submit certifications 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 financial evaluation criteria.



- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Delivered Duty Paid, Canadian customs duties and excise taxes included.

#### 4.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

#### 5.1. Certifications Precedent to Contract Award and Additional Information

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

##### 5.1.1. Integrity Provisions

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

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

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 (<https://www.canada.ca/en/services/jobs/workplace/human-rights.html>) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

### 5.1.3. Additional Certifications Precedent to Contract Award

#### 5.1.3.1. Former Public Servant

Refer to Annex "C"

### 5.1.4. Insurance – Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid package, 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.

## 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 Requirement

6.1.1. The following security requirement (SRCL at Annex "G" and related clauses) applies and form part of the Contract.

The Contractor (if an individual) and all of the contractor's personnel/subcontractors who may work on site must hold a valid "**Reliability Status Security Clearance**" issued by RCMP Departmental Security.

Only those individuals who 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 the Statement of Work at Annex "A" and the Standard Operating Procedure at Appendix "A-1".

## 6.3. Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by 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 Contract start date for a **two (2) year period**.

### 6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional one (1) year periods** under the same conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at **least thirty (30) calendar days** before the expiry date of the contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.4.3. Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex A 3.3. 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. Technical Authority

The Technical Authority for the Contract is:  
(To be identified at Contract Award).

Name  
Senior Asset Manager  
Royal Canadian Mounted Police  
Real Property Asset Management  
Telephone: XXX-XXX-XXXX  
Facsimile: XXX-XXX-XXXX  
E-mail address: [XXX.XXX@rcmp-grc.gc.ca](mailto:XXX.XXX@rcmp-grc.gc.ca)

The Technical Authority is the representative of the department or agency for whom is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters are to be discussed with the Technical Authority, however the Technical 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

The Site Authority for the Contract is:

Title: Detachment Commander or Designate  
Telephone : (To be identified at Contract Award.)

The Site Authority is the representative of the department or agency for whom the Work



is being carried out under the Contract and is the local contact for the Contractor. Technical matters may be discussed with the Site Authority whom must advise the Technical Authority, however the 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.

### 6.5.3. Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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

### 6.7. Payment

#### 6.7.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly price as specified in Annex "B" for a cost of \$\_\_\_\_\_. Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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. Monthly Payment

Refer to SACC Manual clause H1008C (2008-05-12) Monthly Payment.

### 6.8. Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, which can be found under section 6.3.1. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Invoices must be distributed as follows:



- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment, within the first week of the following month. The address where the invoices are to be sent to, will be indicated at Contract Award.

## 6.9. Certifications

### 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 the Province of 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) 2010C (2018-06-21) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Appendix A-1, Standard Operating Procedure
- (e) Annex G Security Requirements Checklist
- (f) Annex B Basis of Payment
- (g) Annex D Insurance Requirements
- (h) Annex E Sample of Activity Log
- (i) Annex F Communication Log
- (j) the Contractor's bid dated \_\_\_\_\_, as amended on \_\_\_\_\_

## 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**

Refer to the following SACC Manual Clause:

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.



**ANNEX “A”  
STATEMENT OF WORK**

**1. SCOPE**

**1.1. Introduction**

Janitorial services for RCMP Drayton Valley Detachment.

**1.2. Objectives of the Requirement**

To maintain the cleanliness of RCMP property using standard cleaning procedures, cleaning products and equipment.

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

The Drayton Valley Detachment is a single storey building consisting of Administration, Operational and Detention areas. 6 offices, 2 bathrooms, file room in main area, lunch room, Work out area/change room. Open bull pen has 8 work stations, the Administration area has 6 work stations. Detention area has 5 cells, 1 phone room and 1 bathroom off the guard area. Total cleaning area is 762 m<sup>2</sup>. All areas are to be cleaned in accordance with Annex A “Statement of Work” and Appendix A-1 “Standard Operating Procedure”.

**2. REQUIREMENTS**

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

**2.1.1. Tasks**

**2.1.1.1. Frequency Definitions:**

<b>Frequency</b>	<b>Frq. Acron.</b>	<b>Type</b>
As required	AR	Non-Routine
Daily (5 days per week (D))	D	Regular
Twice Weekly	TW	Regular
Three Times per Week	3TW	Regular
Every 3rd month	E3M	Quarterly
Every 6th month	E6M	Semi-Annually
Monthly	M	Routine
Weekly	W	Routine
Yearly	Y	Annually



2.1.1.2. Activities

**Regular**

<b>Daily (5 days per week) (D)</b>
Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the RCMP Site Authority or designate's directions.
Remove waste paper from washrooms. Empty, wash and disinfect sani-cans in washrooms. Replace sani-bags.
Sweep and damp mop all vinyl flooring.
Vacuum all carpet, spot clean as necessary, remove salt stains from all walkway mats.
<b>Twice Weekly (TW)</b>
Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges, etc.
Clean both sides of entrance door glass and side lights.
Wash and disinfect washrooms to ensure sanitary conditions. Including toilet seats (both sides), bowls, urinals, wash basins, all flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors etc.
Clean and polish all interior and exterior ornamental metal.
<b>Three Times per Week (3TW)</b>
Vacuum/clean entire floor area and stairways.
Ensure adequate supplies exist in washrooms. Replenish paper towels, toilet tissue and soap.
Keep mirrors throughout the building clean and polished.
Damp mop and/or polish public lobbies and entrance hallways and heavy traffic areas.
<b>Routine</b>
<b>Weekly (W)</b>
Wash and disinfect refuse receptacles in washrooms.
Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.
<b>Monthly (M)</b>
Dust Venetian blinds.
Hose down garage and secure bay floors and other concrete floors.
Wash all finger marks and smudges from walls, doors, partitions, ledges and framework.
Wash all glass partitions, draft deflectors and cabinet glass.
<b>Non-Routine</b>
<b>As Required (AR)</b>
Empty and clean all exterior/perimeter entrance ashtrays where applicable.
Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority or Site Authority's designate if plumbing work is necessary.





Replace burnt out light bulbs, fluorescent tubes and starters. Dry wipe tubes, bulbs and shielding when making replacements.
Remove, clean and replace mats.
Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.
Clean/remove spider webs from exterior light fixtures and above doorways.
Secured areas such as the exhibit rooms and file storage areas are included in this contract, but are to be cleaned only as required basis, and only under the escort of the Site Authority or Site Authority's designate.
Cell area is to be cleaned and disinfected – as instructed by the Site Authority or Site Authority's designate. See attached Appendix A-1 Standard Operating Procedure (SOP) – Cleaning of RCMP Cellblocks and Detention Areas.
<b>Quarterly</b>
<b>Every 3rd Month (E3M)</b>
Remove all furnace filters and clean in accordance with manufacturer's Instructions and replace.
Wash door grilles, air intake grilles, air diffusers and metal work.
<b>Semi-Annually</b>
<b>Every 6th Month (E6M)</b>
Strip and wax all vinyl floors, remove gum and other foreign residue.
Wash washroom walls.
Dust and polish all wood paneling, walls and partitions.
Wash both sides of all exterior windows, including draft deflectors, skylights and ceiling lights under them, sash window framing, storm sash and screens, leaving all surfaces dry and free of streak marks.
Clean all exterior light fixtures as required (minimum twice per year).
<b>Annually</b>
<b>Yearly (Y)</b>
Clean all light fixtures. Include incandescent fixtures and bulbs and washing outside and inside of fluorescent covers and tubes.
Clean, wash, etc., window coverings, i.e. venetian blinds or draperies.
Wash all walls, ceilings, partitions and woodwork.
Steam clean or shampoo all carpets using water extractor type machine. All labour, equipment and materials for this work to be supplied by contractor.
Remove humidifier plates, drum type and other humidifier evaporator material, and associated parts, clean and replace all material.

### 2.1.1.3. Special Occurrences

The contractor shall promptly report to the Site Authority or Site Authority's designate and record in the Janitorial Services Activity Log book provided by the Site Authority or Site Authority's designate (See Annex E for a sample of a Janitorial Services Activity Log page):



- every instance involving hazardous materials, situations or occurrences;
- water and/or fire related instances, including those of a minor nature;
- any and all damage or injury to property and/or people; and
- any other instances that are or could potentially become a liability to the RCMP or which may require follow up and/or action by the RCMP.

## 2.2. Specifications and Standards

### 2.2.1. Materials and Equipment

2.2.1.1. The **Contractor** is responsible to provide all cleaning products and disinfectants, all tools, equipment and equipment consumables including but not limited to mops, pails, pressure washer, floor scrubbing machine and vacuum cleaners unless otherwise stipulated.

2.2.1.2. The **Contractor** is responsible to provide all the following consumables:

- Hand Soap
- Garbage bags
- Paper towels
- Bio-hazard, leak-proof containers
- Sani-bags
- Toilet tissue
- Protective Clothing/Equipment

2.2.1.3. Sample Consumables and Estimated Usages (Quantities are estimated usages only and are subject to change):

- Toilet Tissue Dispenser(s) (Brand Names): Generic
  - (Style & Size): 2 ply double roll
  - (Approx. Usage/Month): one (1) case (48 rolls) every 6 weeks
- Paper Towel Dispenser(s) (Brand Names): Tork
  - (Style & Size): Roll/24 per case
  - (Approx. Usage/Month): one (1) case
- Hand Soap Dispenser(s) (Brand Names): Generic
  - (Style & Size): Liquid soft handsoap/ household style bottle 225ml
  - (Approx. Usage/Month): two (2) bottles

2.2.1.4. Materials to be supplied by the RCMP that the Contractor may need to perform activities listed in 2.1.1.2. are:

- Light bulbs
- Furnace filters
- Rubber matting

2.2.1.5. Total number of personnel at the detachment is 28.



- 2.2.1.6. All cleaning products used will have reduced levels of hazardous materials as well as be free of ammonia, floor cleaner to be pH balanced unless otherwise specified and wherever possible cleaning products should be purchased in concentrated form or in returnable packages to reduce waste. Look for the EcoLogo Program or Green Seal.
- 2.2.1.7. Paper and plastic products should contain post-consumer recycled paper or plastic. Look for the EcoLogo Program or Green Seal.
- 2.2.1.8. Cleaning products and paper products must be no-scent or low-scent products.
- 2.2.1.9. It is incumbent upon the Contractor to follow best industry practices and to use products and processes which ensure no cross-contamination between cells/detention areas, Member/guard/matron or public washrooms, food preparation and kitchen areas.
- 2.2.1.10. The Contractor shall ensure that all products used in the work place are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS) legislation.

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

#### **2.3.1. Hours of Work (Work Schedule)**

Cleaning will be required **5 days a week**. Work Schedule of the cleaning staff are to be determined by the Contractor and the Royal Canadian Mounted Police (RCMP) Site Authority upon contract award.

“AS Required” activities are to be performed during the Contractor’s or Contractor’s personnels’ normal work schedule.

#### **2.3.2. Weather**

Inclement weather conditions and other circumstances will at times necessitate additional cleaning of entry ways and high traffic areas inside and/or outside the building as per Annex A. The Contractor must comply without additional cost, when performance is required during normal working hours.

#### **2.3.3. Floor Coverings**

There will be no adjustment to the contract amount where the existing floor covering is converted to another type during the term of the Contract.

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

All cleaning shall be performed to the satisfaction of the RCMP Site Authority or their designated representative and will be inspected at least once a month during this contract. 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

Within 30 days of contract award, the contractor in consultation with the RCMP Site Authority, will determine a schedule in which the work will be done. The schedule is to be signed off by both the contractor and the RCMP Site Authority or designate. The schedule will be adhered to and will be part of the performance measures. A copy of the schedule is to be provided to the Contracting Authority by the RCMP Site Authority or designate within a day or two of it being signed.

An activity log will be maintained at the site by the contractor in which the contractor shall record, date and initial all the completed scheduled/periodic work performed. The log shall be provided to the RCMP Site Authority or designate on a monthly basis. The RCMP Site Authority or designate will review and sign off on the activity log. A copy of the signed activity log must be sent to the Contracting Authority by the RCMP Site Authority or designate within a day or two of it being signed.

Refer to Annex E for a sample of the activity log.

## 2.6. Project Management Control Procedures

The RCMP Site Authority will:

- Review against the schedule, validate work was completed and sign the activity log on a monthly basis;
- Record any communication with the contractor on the communication log (see Annex F) and submit a copy to the Contracting Authority; and
- Ensure the services are being performed in accordance with the contract and to record on the Communication Log when this is not the case and provide a copy to the Contracting Authority.

## 3. ADDITIONAL INFORMATION

### 3.1. Canada's Obligations

The RCMP will provide the contractor the following:

- Access to the detachment
- Utility room/janitorial closet for supplies and equipment
- Any consumables identified in 2.2.1.4.

### 3.2. Contractor's Obligations

The Contractor must:

- Keep utility room/janitorial closet clean and free of debris at all times and serviced as per the corresponding area in the building.



- All equipment and materials to be stored neatly strictly adhering to all fire prevention practices.
- Provide any tools, equipment and consumables identified in 2.2.1.1. and 2.2.1.2.
- Create a schedule within 30 days of contract award that must be agreed upon and signed by both parties.
- Maintain a log that records and dates all completed scheduled/periodic work performed as well as any instance identified in 2.1.1.3.
- Maintain a binder on site with up-to-date Material Safety Data Sheets (MSDS) for all products and materials used in the work site (when available from manufacturer).
- Notify RCMP Site Authority in advance by at least 5 days if looking to make a change to the agreed upon schedule, if circumstances allow.
- Ensure there is personnel to cover holidays, sick leave, or any unexpected absences. Notification of a minimum of 72 hours for holidays, schedule appointments, or extended sick leave.
- **Follow** best industry practices and to use products and processes which **ensure no cross-contamination** between cells/detention areas, Member/guard/matron or public washrooms, indoor firing range viewing area and food preparation and kitchen areas.
- Perform the work in compliance with the Canada Labour code – part II, and/or relevant provincial occupational health and safety act and regulations, the national fire code, and applicable municipal regulations.
- Ensure all safety measures respecting personnel and fire hazards recommended by the National and Provincial codes and/or prescribed by the authorities having jurisdiction, shall be observed at all times.

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

RCMP Drayton Valley Detachment  
5409 Industrial Road  
Drayton Valley, AB  
T7A 1R6

## 4. PROJECT SCHEDULE

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

Refer to Section 2.1.1.2.

## 5. APPLICABLE DOCUMENTS AND GLOSSARY

### 5.1. Applicable Documents

#### 5.1.1. References

The references listed below are the standards, rules, guidelines and regulations that the



Contractor and the Contractor's personnel must adhere to while performing the duties of this contract.

- 5.1.1.1. Procedures for Liaison with Private Contractors - Jurisdiction  
Treasury Board of Canada Secretariat  
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12563&section=text>
- 5.1.1.2. Alberta Occupational Health and Safety Act  
Section 2(2) Obligations of employers, workers, etc.  
[http://www.qp.alberta.ca/1266.cfm?page=O02.cfm&leg\\_type=Acts&isbncln=0779749200](http://www.qp.alberta.ca/1266.cfm?page=O02.cfm&leg_type=Acts&isbncln=0779749200)
- 5.1.1.3. Canadian Centre for Occupational Health and Safety (CCOHS)  
Canada's National Occupational Health & Safety Resource -Sanitation and Infection Control for Cleaning staff  
[http://www.ccohs.ca/oshanswers/hsprograms/cleaning\\_staff.html](http://www.ccohs.ca/oshanswers/hsprograms/cleaning_staff.html)
- 5.1.1.4. Public Health Agency of Canada  
Infection Control Guidelines - Hand Washing, Cleaning, Disinfection and Sterilization in Health Care  
<http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98pdf/cdr24s8e.pdf>
- 5.1.1.5. Public Health Agency of Canada  
Canadian Immunization Guide  
<https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>

## 5.2. Relevant Terms, Acronyms and Glossaries

**RCMP** – Royal Canadian Mounted Police

**Cleaning Products** – are chemical products used for the purpose of cleaning. Environmentally preferable goods and services are those which have a reduced negative effect on human health and the environment over their full life cycle when compared with competing products or services. They make efficient use of raw materials, energy and water; generate a minimum of waste; and/or minimize the release of harmful substances into the environment during their production or use. Environmentally preferable goods may also have one or more of the following characteristics; reduced packaging, reduced maintenance requirements and ease of re-use, refurbishment, re-manufacture or recycling at end of life.



## APPENDIX A-1 RCMP Cellblocks and Detention Areas Cleaning Services Standard Operating Procedure (SOP)

### 1. Purpose

To maintain the cleanliness of RCMP Cellblocks and Detention Areas using appropriate cleaning procedures, supplies and equipment while ensuring a safe environment for the Contractor and Contractor's personnel, the RCMP, visitors, and persons in custody.

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

This SOP is intended to provide general guidelines for cleaning. The Detachment Commander may be required to modify procedures to meet the level of cleaning services deemed necessary for their unit.

Contractor and/or Contractor's personnel engaged in cleaning of cellblocks and detention areas must be aware of the potential for contact with infectious diseases and follow safe cleaning procedures as required.

Contractor and/or Contractor's personnel working in detention areas should be aware that appropriate immunization for vaccine-preventable disease to reduce the risk of exposure to communicable diseases is available and should be obtained. For more information on immunization, consult the "Canadian Immunization Guide".

### 3. Safeguards

All Contractor's personnel performing service on this contract must:

#### a. General

- i. Wear personal protective equipment and clothing as directed by the Contractor.
- ii. Know the potential hazards and safe handling practices for all cleaning and disinfecting products and equipment in use.
- iii. Follow procedures and safe work practices.
- iv. Use cleaning products according to the manufacturer's recommendation to ensure proper and safe application.
- v. Consider all biological waste as infectious.

#### b. Feces and Bodily Fluids

- i. Contractor to ensure Contractor's personnel be properly trained to handle contact with feces and bodily fluids to ensure they understand potential hazards, take necessary precautions, and use proper supplies for clean-up.
- ii. Wear appropriate personal protective equipment for the situation, such as gloves, face shield, safety boots or protective shoe covers, and gown or apron as provided by the Contractor.



#### 4. Routine Cleaning

The RCMP Site Authority or Designate will determine the frequency and methods of cleaning and disinfecting according to: type of surfaces or areas to be cleaned; amount of soiling; number of people and degree of activity in the area; and risk to employees, visitors, Contractor and/or Contractor's personnel and persons in custody.

- a. Keep all cells, secure interview rooms, prisoner/visitor rooms, patrol corridor, breath test analysis and telephone access rooms, washrooms and other holding areas and guardroom counter free of garbage and debris.
- b. Check and dispose of feminine napkins in biohazard containers mounted in the cellblock daily or as necessary.
- c. Remove, as per schedule, visible dust and dirt from cells, secure interview rooms, prisoner/visitor rooms, breath test analysis and telephone access rooms, washrooms, patrol corridor, other holding areas and guardroom counter using appropriate equipment and detergent and use a brush, sponge or mop to remove stains. Routinely sanitize all areas using appropriate disinfectant and dedicated cleaning equipment.
- d. Clean and sanitize bunks and mattresses as required (and after each use when practicable) with appropriate products and recommended procedures.
- e. Clean floor drain grills and vent grills to keep them clear.
- f. Clean/wipe all camera covers (plexiglass), where they exist.
- g. Report all spills, accidents, incidents, etc. to your on-site supervisor or the RCMP Site Authority or Designate, as applicable and record in you log book.

#### 5. Cleaning of Feces and Bodily Fluids

- a. Site Authority will restrict access to area.
- b. Put on the appropriate personal protective equipment for the situation.
- c. Collect clothes, linen and material soiled with feces and bodily fluids with minimum agitation and put in appropriate sealed, labeled bio-hazard, leak proof container provided by the Contractor.
- d. Remove feces and bodily fluids with disposable towels before disinfecting.
- e. Wash thoroughly and then sanitize area, including bunks and mattresses with appropriate equipment and solution and allow to dry.
- f. Dispose of all contaminated articles as per municipal or provincial disposal regulation/protocols and use disposal equipment or if reusable, decontaminate equipment used for clean-up, such as buckets and mops.
- g. Remove protective equipment before leaving the location of the spill and wash hands thoroughly with warm water and soap, after removing gloves.
- h. Shower and change as soon as possible if clothing was contaminated and dispose of clothes accordingly.





**ANNEX “B”  
 BASIS OF PAYMENT**

**Please Note:**

**Annex “B” must be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.**

- Prices are firm.
- Prices are to include the complete cost of performing the work under this contract.
- Firm Prices are 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 a Contract.

**Bidder’s Pricing**

Item	Description	Rate	Term	Price
1	Janitorial Services – Initial 2 year term Inclusive rate per month, excluding GST	\$ _____/month	X 24 months=	\$ _____
2	Janitorial Services – 1 <sup>st</sup> one (1) year option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
3	Janitorial Services – 2 <sup>nd</sup> one (1) year option period Inclusive rate per month, excluding GST	\$ _____/month	X 12 months=	\$ _____
<b>Total Price of Bid:</b>				\$ _____



**ANNEX "C"**  
**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>		
Corporate entity	Privately owned corporation	Sole proprietor
<b>Supplier's Address:</b>		
<b>Supplier's Procurement Business Number (Optional):</b>		
<b>Solicitation or Transaction Number:</b> M5000-19-02095/A		
<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 "D" 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. Owner's or Contractor's Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- 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.



## ANNEX "E" Janitorial Services Activity Log Sample

**JANITORIAL SERVICES  
ACTIVITY LOG**

MONTH/YEAR

DESCRIPTION	FRQY	INITIAL	MON	INITIAL	TUES	INITIAL	WED	INITIAL	THURS	INITIAL	FRI	NOTES
<b>Regular</b>												
Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the RCMP Site Authority or designate's directions.	D											
Remove waste paper from washrooms. Empty, wash and disinfect sani-cans in washrooms. Replace sani-bags.	D											
Sweep and damp mop all vinyl flooring.	D											
Vacuum all carpet, spot clean as necessary, remove salt stains from all walkway mats.	D											
Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges, etc.	TW											
Clean both sides of entrance door glass and side lights.	TW											
Wash and disinfect washrooms to ensure sanitary conditions. Including toilet seats (both sides), bowls, urinals, wash basins, all flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors etc.	TW											
Clean and polish all interior and exterior ornamental metal.	TW											
Vacuum/clean entire floor area and stairways.	3TW											
Ensure adequate supplies exist in washrooms. Replenish paper towels, toilet tissue and soap.	3TW											
Keep mirrors throughout the building clean and polished.	3TW											
Damp mop and/or polish public lobbies and entrance hallways and heavy traffic areas.	3TW											

RCMP Site Authority (Print Name) \_\_\_\_\_

RCMP Site Authority Signature \_\_\_\_\_

Date \_\_\_\_\_





JANITORIAL SERVICES  
ACTIVITY LOG

MONTH/YEAR

DESCRIPTION	FRQY	INITIAL	DAT	INITIAL	DATE	INITIAL	DAT	INITIAL	DATE	INITIAL	DATE	NOTES
<b>Routine &amp; Non-Routine</b>												
Wash and disinfect refuse receptacles in washrooms.	W											
Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.	W											
Dust Venetian blinds.	M											
Hose down garage and secure bay floors and other concrete floors.	M											
Wash all finger marks and smudges from walls, doors, partitions, ledges and framework.	M											
Wash all glass partitions, draft deflectors and cabinet glass.	M											
Empty and clean all exterior/perimeter entrance ashtrays where applicable.	AR											
Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority or Site Authority's designate if plumbing work is necessary.	AR											
Replace burnt out light bulbs, fluorescent tubes and starters. Dry wipe tubes, bulbs and shielding when making replacements.	AR											
Remove, clean and replace mats.	AR											
Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.	AR											
Clean/remove spider webs from exterior light fixtures and above doorways.	AR											
Secured areas such as the exhibit rooms and file storage areas are included in this contract, but are to be cleaned only as required basis, and only under the escort of the Site Authority or Site Authority's designate.	AR											
Cell area is to be cleaned and disinfected – as instructed by the Site Authority or Site Authority's designate. See attached Appendix A-1 Standard Operating Procedure (SOP) – Cleaning of RCMP Cellblocks and Detention Areas.	AR											

RCMP Site Authority (Print Name)

RCMP Site Authority Signature

Date



JANITORIAL SERVICES  
 ACTIVITY LOG

MONTH/YEAR

DESCRIPTION	FRQY	INITIAL	DAT	INITIAL	DATE	INITIAL	DAT	INITIAL	DATE	INITIAL	DATE	NOTES
Quarterly, Semi-Annually, Annually												
Remove all furnace filters and clean in accordance with manufacturer's instructions and replace.	E3M											
Wash door grilles, air intake grilles, air diffusers and metal work.	E3M											
Strip and wax all vinyl floors, remove gum and other foreign residue.	E6M											
Wash washroom walls.	E6M											
Dust and polish all wood paneling, walls and partitions.	E6M											
Wash both sides of all exterior windows, including draft deflectors, skylights and ceiling lights under them, sash window framing, storm sash and screens, leaving all surfaces dry and free of streak marks.	E6M											
Clean all exterior light fixtures as required (minimum twice per year).	E6M											
Clean all light fixtures. Include incandescent fixtures and bulbs and washing outside and inside of fluorescent covers and tubes.	Y											
Clean, wash, etc., window coverings, i.e. venetian blinds or draperies.	Y											
Wash all walls, ceilings, partitions and woodwork.	Y											
Steam clean or shampoo all carpets using water extractor type machine. All labour, equipment and materials for this work to be supplied by contractor.	Y											
Remove humidifier plates, drum type and other humidifier evaporator material, and associated parts, clean and replace all material.	Y											

RCMP Site Authority (Print Name)

RCMP Site Authority Signature

Date





Annex "F" Communication Log

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE / GENDARMERIE ROYALE DU CANADA

COMMUNICATION LOG

Contractor	Contract Number	Date

Work Location	RCMP Site Authority/Designate

Summary of Occurrence/Observation/Incident

Summary of Discussion of Occurrence/Observation/Incident with Contractor

Resolution/Agreement

Contractor (Print Name and Sign)	Date	RCMP Site Authority (Print Name and Sign)	Date



### ANNEX "G" SECURITY REQUIREMENTS CHECKLIST

SRCL #2018-1115163 (K)

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)

1. Originating Government Department, or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
RCMP		CMB Real Property Asset Management	
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			
Real Property Asset Management "K" Division will be supplying technical service contracts in Department across Alberta. RRS will be the required clearance level.			
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? (Specify the level of access using the chart in Question 7. c) Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No / Non	<input 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 relationship 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 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 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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-111(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

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

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

4. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 4. 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 / Non  Yes / Oui

5. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 5. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

**PART B - PERSONNEL / SUPPLIERS / PARTIE B - PERSONNEL FOURNISSEUR**

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

<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SCINT / TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COMSEC TOP SECRET / COMSEC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS			

Special comments / Commentaires spéciaux: \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
 10. b) Le personnel sans information 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 / Non  Yes / Oui  
 No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR) / INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
 11. a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 11. b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 11. c) Les opérations de fournisseur concernées à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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?  
 11. d) Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 11. e) Présentera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui

TR5/E/C/T 26C-103(004/12)

Security Classification / Classification de sécurité





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

**PART C – Récapitulatif (PART C – Summary)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC					
	A	B	C	Confidential / Confidenciel	Secret / Secret	NATO Restricted / RATTU DÉFENS ON RESTRICTÉ	NATO Confidential / RATO CONFIDENTIEL	NATO Secret / RATO SECRET	CRIMC Top Secret / CRIMC TMS SECRET	Protective Envelopes			Confidential / Confidenciel	Secret / Secret	TOP SECRET / Très SECRET	
										A	B	C				
Information / Animateur / Conception / Support / Production																
IT Media / Support / IT / LMS / LMS / Maintenance																

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente L'VERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / OUI

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



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**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.

OR

Fax: 780-454-4523

**Ensure the following pages are completed in full and attached:**

- Front Page of Invitation to Tender document – signed & dated
- Annex "B" 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 "C" Certifications

**NOTE: Ensure you include all costs of doing business in your bid price in Annex B.**  
(\*Including insurance requirements – Annex "D")