



**RETURN OFFERS TO:  
RETOURNER LES OFFRES A :**

Bid Receiving/Réception des sousmissions  
**RCMP "H" Division HQ**  
**RCMP Mailstop # H-066**  
**80 Garland Avenue**  
**DARTMOUTH, NS B3B 0A7**

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes individuelle régionale  
(OCIR)

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> Vehicle Equipment Instalaltion Services in Nova Scotia (H Division)		<b>Date</b> May 17, 2019
<b>Solicitation No. – N° de l'invitation</b> M4000-9-6467		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 PM	AST (Atlantic Standard Time) HNE (heure normale de l'Atlantique)
<b>On / le :</b>	June 27, 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>  Rosalee Parsons rosalee.parsons@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 902-720-5112	<b>Facsimile No. – No. de télécopieur</b> 902-426-7136	
<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 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Check List (SRCL), Standing Offer Reporting, Vehicle Acceptance Check and Electronic Payment Instruments.

### **1.2 Summary**

The Royal Canadian Mounted Police has a requirement for the provision of labour, certain materials, and supervision necessary to install and remove police emergency equipment, safety equipment, and radio/communication equipment on Royal Canadian Mounted Police (RCMP) vehicles on an “as and when” requested basis, over a twelve (12) month period, with three (3) additional twelve (12) months options to extend, in the Province of Nova Scotia in accordance with the terms and conditions and the Scope of Work as detailed within this document or as directed by the Atlantic Region Fleet Manager or Site Authority of the RCMP “H” Division, Nova Scotia.

To provide an outdoor storage compound located on-site of a Contractor’s installation facility in a radius of 20 km of Halifax/Dartmouth that has the capacity to store a minimum of fifty (50) RCMP vehicles at any given time. The number of vehicles requiring storage is expected to fluctuate.

It is anticipated that the RCMP will avail of several contractors in the Halifax / Dartmouth area. The number of vehicles built and stored at each site will depend on the number of successful contractors and their capacity.

In conjunction with the criteria outlined in this proposal, the award of this Standing Offer will be based on capacity, service delivery turn-around time, best price, and storage availability.



It is expected that one hundred and thirty five (135) vehicles will be equipped per twelve-month period and that one hundred and thirty five (135) vehicles will be de-equipped over the same period.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), Canadian Free Trade Agreement (CFTA), Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement, Canada-European Union Comprehensive Free Trade Agreement (CETA), Canada-Chile Free Trade Agreement, Canada-Columbia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada Korea Free Trade Agreement and The World Trade Organization Agreement (WTO).

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **1.5 Recourse Mechanisms**

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the 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>

### **1.6 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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



Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

## **2.2 Submission of Offers**

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Offers must be submitted in a sealed envelope clearly marked: "Offer for Vehicle Equipment Installation and Storage, Halifax/Dartmouth area, NS; Solicitation #M4000-9-6467 to the attention of Rosalee Parsons, Team Leader, Procurement & Contracting.

**Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to RCMP will not be accepted. Furthermore, RCMP has not been approved for offer submission by epost Connect service.**

## **2.3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **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 offeror 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 - OFFER PREPARATION INSTRUCTIONS**

#### **3.1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their hard copy offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

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

##### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:



- (a)            ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)            ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**3.1.2 Exchange Rate Fluctuation**

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

**Section III: Certifications**

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

**Section IV: Additional Information**

**3.1.3 Offeror’s Proposed Site(s) or Premises Requiring Safeguarding Measures**

As indicated in Part 6 under Security Requirements, the Offeror must provide the full address(es) of the Offeror’s and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

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

City, Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

- 3.1.4 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

**4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Mandatory criteria are outlined in Annex A.





#### 4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. A maximum of four (4) Standing offers will be issued as a result of this Request for Standing Offer. The responsive offers with the lowest evaluated prices will be recommended for issuance of a standing offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

##### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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](https://www.canada.ca/en/employment-social-development/canada/esdc) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).



Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.1.3.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**



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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

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

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror'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 7A - Standing Offer;
- (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;



- (c) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (d) the Offeror must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
  3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

**6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in 7.7 Insurance Requirements .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**7.1 Offer**

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

**7.2 Security Requirements**

7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer. Refer to the Statement of Work - Annex A and the Security Requirements Check List - Annex C.

**7.2.2 Offeror's Site(s) or Premises Requiring Safeguarding**

7.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Address: \_\_\_\_\_  
City, Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_



**7.2.2.2** The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Offeror and individual(s) hold a valid security clearance at the required level.

### **7.3 Standard Clauses and Conditions**

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

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

#### **7.3.1 General Conditions**

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from twelve months from the date of issuance of the standing offer.

#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3), twelve (12) month periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

**7.5. Authorities**

**7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Rosalee Parsons

Title: Team Leader

Royal Canada Mounted Police

Procurement and Material Management

Address: RCMP "H" Division HQ

RCMP Mailstop # H-066

80 Garland Avenue

DARTMOUTH, NS B3B 0A7

Telephone: 902-720-5112

Facsimile: 902-426-7136

E-mail address: rosalee.parsons@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

**7.5.3 Offeror's Representative**

Name of Authorized Representative: \_\_\_\_\_

Legal Company Name: \_\_\_\_\_

Operating Name (if different than the above-stated name): \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

**7.6 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.

**7.7 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer:

- For a Call Up valued over \$10k: The RCMP Contracting Authority listed herein.



- For a Call Up valued equal to or under \$10k: Fleet Managers, RCMP Atlantic Region Transport Services.

## 7.8 Call-up Procedures

The call-up procedures require that when a requirement is identified, the authorized call up authority shall approach the offeror of the highest ranked standing offer (see 7.8.1 Offeror Ranking) to determine if the requirement can be satisfied by that offeror. If the highest ranked offeror is able to meet the requirement, the call-up is made against its standing offer. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror of the next ranked SO. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror of the next ranked SO. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror of the next ranked SO.

Installation schedules will be provided by RCMP Atlantic Region (AR) Fleet Section on a monthly basis. The installation schedule will specify the expected delivery date for the vehicles listed therein. The highest-ranked Standing Offer holder will be given 2 business days to respond that they have the capacity to complete the vehicles in these timeframes. If they do not have capacity, or do not respond, the second offeror will be given the same opportunity. If they do not have capacity, or do not respond, the third offeror will be given the same opportunity. If they do not have capacity, or do not respond, the fourth offeror will be given the same opportunity.

### 7.8.1 Offeror Ranking

- a. The highest ranked Standing Offer Agreement (SOA) shall be utilized first. If this offeror is unable to meet the requirement, the authorized call-up authority will approach the second. If this offeror is unable to meet the requirement, the authorized call-up authority will approach the third. If this offeror is unable to meet the requirement, the authorized call-up authority will approach the fourth.
- b. **Build capacity** – The number of vehicles assigned to any contractor for work shall not exceed the number of manned repair stalls in the contractor's shop.
- c. **Secure storage capacity** – At no time will the number of vehicles being worked on or assigned to the offeror exceed the secure storage capabilities.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$80,000.00 (Applicable Taxes included).

## 7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2018-06-21)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Standing Offer Reporting;
- i) Annex E, Vehicle Acceptance Check;



- j) Annex F, Electronic Payment Instruments;
- k) the Offeror's offer dated \_\_\_\_\_ (to be inserted upon standing offer award).

## **7.12. Procurement Ombudsman**

### **7.12.1 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).

### **7.12.2 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).

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13.2 SACC Manual Clauses**

- M3020C (2016-01-28) Status and Availability of Resources
- M3800C (2006-08-15) Estimates

## **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

## **7.15 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.





Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### **7.2.2 SACC Manual Clauses**

- A9039C (2008-05-12) Salvage
- A9068C (2010-01-11) Government Site Regulations

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

The contractor will be paid in accordance with the Basis of Payment (Annex B).

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

#### **7.5.4 SACC Manual Clauses**

- A9117C (2007-11-30) Direct Request by Customer Department
- C0504C (2014-06-26) Overtime Work – Fixed Time Rate
- C0710C (2007-11-30) Time and Contract Price Verification
- C0711C (2008-05-12) Time Verification

#### **7.5.5 Electronic Payment of Invoices – Call-up**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card (<\$10K);
- b. MasterCard Acquisition Card (<\$10K);
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.6 Invoicing Instructions**

7.6.1. 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 has been completed.

7.6.2. The Contractor must distribute the invoices and reports as follows:

The original and one (1) copy of the invoice must be forwarded to the address shown on the cover page of the Contract for certification and payment.

#### **7.7 Insurance Requirements**

##### **7.7.1 Commercial General Liability Insurance**

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 the Royal Canadian Mounted Police.
  - 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. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. 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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at



Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **7.7.2 Comprehensive Crime Insurance**

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
  - a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$50,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
  - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$50,000.00;
2. The Comprehensive Crime insurance must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct

### **7.7.3 Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
  - f. OPCF/QEF/SEF #4b - Permission to Carry Radioactive Material Endorsement
  - g. OPCF/QEF/SEF #4a - Permission to Carry Explosives
  - h. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire
  - i. OPCF/SEF/QEF #6b - School Bus Endorsement
  - j. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
  - k. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
    - i. 8 to 12 Passengers: \$5,000,000
    - ii. 13 or more Passengers: \$8,000,000
  - l. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
  - m. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.



#### 7.7.4 Garage Automobile Liability Insurance

1. The Contractor must obtain Garage Automobile Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Garage Automobile Liability policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the insured including Collision or Upset and Comprehensive Damage (including open lot theft).
  - c. 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. 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.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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



## ANNEX "A"

### STATEMENT OF WORK

To provide labour, certain materials, and supervision necessary to install and remove police emergency equipment, safety equipment, and radio/communication equipment on Royal Canadian Mounted Police (RCMP) vehicles on an "if and when" requested basis, over a twelve-month period, for the Province of Nova Scotia in accordance with the terms and conditions and the Scope of Work as detailed within this document or directed by the Atlantic Region Fleet Manager or Site Authority of the RCMP "H" Division, Nova Scotia.

To provide an outdoor storage compound located on site of Contractor's installation facility in Nova Scotia within a 20 kilometer radius of Halifax Regional Municipality, NS that has the capacity to store a minimum of fifty (50) Royal Canadian Mounted Police (RCMP) vehicles at any one time. The number of vehicles requiring storage will fluctuate.

It is estimated that 150 vehicles will be equipped per 12 month period and that 150 vehicles will be de-equipped over the same period.

#### **Storage compound must conform to the following specifications :**

- Provide a storage compound that has the capacity to store a minimum of fifty (50) vehicles at any one time. The number of vehicles requiring storage will fluctuate. To avoid damaging the new vehicle battery, the contractor must ensure that the battery is disconnected in the vehicles being stored at their location. Vehicles must be moved at least once every two months to avoid flattening of the tires. Lot must be cleared sufficiently of ice and snow so that any vehicle is available within three business days at any time.
- Storage facility to be located on site of Contractor's installation facility within a 20 kilometer radius of Halifax Regional Municipality, Nova Scotia.
- The contractor is to provide safe storage and maintain the following security features around the storage compound:
  1. An eight-gauge chain link fence, not less than 8 feet high with the bottom of the fence not more than 2 inches from the ground and the top secured by an angled one-foot extension for extra security.
  2. Access by two separate gates.
  3. Sufficient lighting to illuminate vehicles contained therein.

**The secure storage compound will be inspected by an RCMP representative prior to award of Standing Offer.**

**\*\*NOTE: Storage area surface may be gravel or pavement. However, the surface must be in such a condition as to ensure no damage to RCMP owned vehicles.**

Inventory: A vehicle inventory list will be provided by the contractor on a monthly basis. This list will be completed by the contractor and submitted electronically or faxed to RCMP Atlantic Region Fleet Section. E-mail address and fax number will be provided upon award of Standing Offer Agreement.



Storage: Inventory will be stored in such a manner as to avoid damage to and loss of the equipment. Vehicles in storage are to be started and moved at least once every two month period. Storage compounds are to be sufficiently cleared of ice and snow so that any vehicle can be made available within three business days at any time. Inventory facilities will be periodically inspected by an RCMP representative.

**Stored Equipment:** RCMP emergency and communications equipment will be inventoried and stored in an access controlled area used to store only RCMP equipment.

Inventory: An inventory list will be provided by the contractor on a quarterly basis. This list will be completed by the contractor and submitted electronically or faxed to RCMP Atlantic Region Fleet Section. E-mail address and fax number will be provided upon award of Standing Offer Agreement

Storage: Inventory will be stored in such a manner as to avoid damage to and loss of the equipment. Inventory facilities will be periodically inspected by an RCMP representative.

**Access Controlled Area:** Accessible by the contractor and by security cleared personnel of the contractor and by an RCMP representative.

**REQUIREMENT:**

1. Capability to complete vehicle equipment installation within the following time frame:
  - Marked/Unmarked Police Package Car - within five working days
  - Marked/Unmarked Police Package Truck - within five working days
  - Unmarked Police Car - within three working days
  - Unmarked Police Truck - within three working days
  - Speciality vehicles - within seven working days
2. Installation schedules will be provided by RCMP Atlantic Region Fleet Section on a monthly basis. The installation schedule will specify the expected delivery date for the vehicles listed therein.
3. Vehicle Inventory: The contractor shall complete form 2132 (Annex E)- Vehicle Inspection sheet and submit it electronically or fax it along with the New Vehicle Information Sheet (NVIS) form to RCMP Atlantic Region Fleet Section upon receipt and inspection of vehicle.

The original NVIS form will be stored in the vehicle glove box unless otherwise advised by RCMP Fleet Administrator
4. Capability of invoicing on a per-vehicle basis upon completion and inspection of all work and services by an RCMP representative. All services are to be itemized individually on the invoice.

**\*\*NOTE:** ONLY RCMP APPROVED EQUIPMENT IS TO BE USED ON/IN RCMP VEHICLES. ALL EQUIPMENT MUST BE APPROVED BY THE RCMP ATLANTIC REGION FLEET SECTION PRIOR TO INSTALLATION\*\*

**\*\*NOTE:** THE CONTRACTOR MUST HAVE APPROVAL FROM RCMP ATLANTIC REGION FLEET SECTION PRIOR TO FABRICATING AND/OR SUPPLYING ANY PRODUCT FOR THE INSTALLATION OF EQUIPMENT IN RCMP OWNED VEHICLES, THIS INCLUDES BUT IS NOT LIMITED TO BRACKETS AND CAGES.



**THE CONTRACTOR SHALL INSTALL AND REMOVE THE FOLLOWING POLICE EMERGENCY EQUIPMENT AS AND WHEN REQUIRED IN CONSULT WITH RCMP INSTALLATION MANUAL AND/OR MANUFACTURER'S INSTRUCTIONS:**

**Decal Package**

The contractor shall install decal package and conspicuity tape on fully marked police vehicles. R.C.M. Police will provide complete decal package for installation.

Removal of all decals including the conspicuity (high visibility) markings with no damage to the vehicle's paint will be done on an "if and when requested" basis.

**Base Wiring**

All wiring is to be installed in a neat and orderly manner and be supported by wire ties as required. All installed wiring shall be protected by high temperature nylon loom, rated at 300° Fahrenheit. All installed wiring shall not interfere with or stress manufacturers' wiring. A hole shall be drilled in the vehicle fire wall approximately 1 3/8" in diameter to accommodate lighting and police radio wiring. A grommet shall be used in holes in the vehicle to protect wiring and the hole will be sealed with a silicone sealant.

Wires shall be routed to the trunk/rear of the vehicle using existing wiring track on vehicle's passenger side.

In an unmarked vehicle from the battery through the fire wall (grommet to be used) to the console, the contractor shall install two 10 gauge wires, each to have a 20 amp circuit breaker or one 8 gauge wire with a 40 amp circuit breaker.

**Police Vehicle Light Bar Installation**

Mounting locations will be determined and provided.

The contractor shall lower the vehicle head liner to drill a hole in the roof of the vehicle directly beneath the light bar. A rubber grommet shall be inserted in the hole to protect the light bar cables from damage and sealed with silicone or urethane to prevent water leaks to head liner.

Light bar is to be fastened using light bar manufacturers' mounting hardware.

Marked Pick-Up Truck - The light bar cable shall be routed down either the vehicle "A" or "B" pillar and terminated at the siren controller.

Marked Car / SUV - The light bar cable to be routed down the vehicle "C" pillar and terminated at the siren controller.

**Additional Lighting**

As determined by RCMP Atlantic Region Transport, additional lighting may be required and can include:

- headlight flasher
- deck lighting
- directional arrow beacons
- grill lights
- daytime running lamp (DRL) cut out switch
- rear view mirror light kit
- partition mounted alley lights (for slick roof application)
- LED lights
- visor light





### **Headlight Flasher**

The contractor shall install an alternating head light flasher under the hood. This unit will not interfere with vehicle components and wiring. The DRL module will be automatically overridden during head light flasher usage.

### **Rear Deck Lights**

The contractor shall mount rear deck lights as close to the third brake light as possible. These lights must be securely bolted to the rear deck.

### **Directional Arrow Beacons**

The contractor shall install directional arrow beacons on the rear window deck fastened as low as possible but above high mount brake lamp. Where possible, avoid drilling holes through deck panel. Wiring shall terminate at beacon manufacturers' control panel or trunk area as required.

### **Grill Lights**

The contractor shall install grill lights behind or in front the vehicle grill. An alternating flasher may be installed in the engine compartment to activate these lights. This unit shall not interfere with vehicle components, and wiring.

### **Daytime Running Lamps Switching**

The contractor shall install a daytime running lamp cut-out switch to disable the headlamps at users' discretion. If a disable switch is not supported on the multifunction control panel, a small rocker switch should be installed as close to the headlight switch as possible. Disabling lights must not trigger onboard diagnostic trouble codes. An indicator light that warns the driver when the DRL are disabled is required.

### **Rear View Mirror Light Kit**

The contractor shall install the rear view mirror light kit as per manufacturer's instructions. Wiring will be tucked in under the head liner and routed through the passenger side "B" or "C" pillar and is to be connected to the lighting controller.

### **Siren Controller**

The contractor shall install the siren controller. Controllers shall consist of one 3-position slide switch and at least five push button switches.

**\*\*NOTE: All powered police equipment is to be fused as per manufacturer's specifications.**

### **Protective Partition**

The contractor shall install a protective partition in a vehicle as required between the driver and rear passenger compartments. This partition shall be installed as per manufacturer's recommendations. For older partitions still in use, a partition transfer kit will be supplied by the RCMP to facilitate installation. Prior to the installation of the partition some factory installed equipment must be disabled and removed on certain platforms (e.g. roof vent, handles, coat hooks). Installation must be performed as per the RCMP Platform Specific Installation Manual. For SUV type vehicles, a cargo partition provided by the RCMP shall be installed between rear passenger seat and cargo areas.

### **Gun rack**

The contractor shall install a gun rack on the protective partition as per the RCMP install manual. Wiring should be concealed from view.

### **Disabling of rear door handles/locks and windows.**

The contractor shall disable rear door handles and locks on all vehicles equipped with a rear partition for the transport of prisoners. Windows shall be disabled with the driver maintaining the ability to operate. Changing out the door panel to a more secure version on some platforms, the addition of window barriers and a mechanical emergency door release is done at this point. The door release process must be done very meticulously to ensure the safety of the occupants. Installation must be performed as per the RCMP Platform Specific Installation Manual.



### **REMOVAL OF EMERGENCY EQUIPMENT**

When vehicle life cycle is complete, the contractor shall remove all police equipment without damage to the equipment, vehicle and manufacturer's wiring. RCMP supplied Inventory Sheet will be completed and submitted electronically or faxed to RCMP Atlantic Region Fleet Section. When removing equipment contractor must also remove all seats and diligently check entire vehicle to ensure no confidential or hazardous materials have been left in the vehicle.

Daytime running lamps will be reconnected. Rear door handles, locks and windows will be re-activated. Secure idle will be disconnected. Contractors must advise Atlantic Region Fleet Section when a vehicle is received at their location without all seats. Atlantic Region Fleet Section will locate the seats which must be re-installed prior to disposal.

In consultation with Atlantic Region Fleet Section, equipment, when required, will be restored. Equipment will be stored until is it to be used on a future install or until it is returned to an RCMP facility for disposal. Decals will be removed on an "as required" basis and will not be part of the standard de-equip.

### **Consistency**

All components and wiring installed in police vehicles shall be located/routed exactly the same on same model vehicles.

All work is to be performed at the contractor's workplace. The contractor shall receive major components supplied by the RCMP at "H" Division Warehouse.

The contractor shall supply his/her own tools as well as consumable items such as bolts, screws, wires, connectors, high temperature loom and tie wraps.

### **COMMUNICATIONS EQUIPMENT INSTALLATION**

Communications equipment will be issued by RCMP IT Operations, to be used for replacement of old or damaged equipment and for new vehicle installations. This equipment is to be housed in an access controlled area. The communication equipment includes:

1. Mobile Radio
2. Data Modem
3. Computer
4. Computer Mounts
5. Antennas (Includes GPS, Cellular, Radio, & Repeater; Disguised Antenna on Unmarked)
6. Card Reader
7. Printer
8. Digital Vehicle Repeater System

### **Rear Tray & Console Equipment Mounting**

The contractor shall fabricate brackets to mount the siren, radio and switch panel on the transmission hump of the vehicle when approved by Atlantic Region RCMP Fleet Section. Care must be taken when utilizing self-tapping screws to prevent excessive lengths of the screw making contact with the drive shaft, vehicle transmission, control heads mounted in dash, wiring and modules. Component layout as indicated in manual, directed by Atlantic Region RCMP Fleet, National Fleet, and in consultation with RCMP IT Ops personnel.

The contractor will be required to recondition mounting brackets being removed from existing vehicles. This includes: removing toggle switches, terminal strip, tubular filters, fuse block assembly and lighter; cleaning the components, painting the console; reassembly.

The contractor shall install RCMP supplied radio transceiver and RCMP supplied loud hailer/siren units in the mount with docking station/relay box. This includes the installation of the mount in RCMP cars/trucks and any modifications necessary to mount/housing. The contractor shall install the antenna and cable on roof mount. The contractor shall install the loudhailer/siren speaker mounted under the hood or externally.



### **Computer Mount**

The computer mount is a communications equipment mount, complete with mounting rail, equipment housing and docking station with an adjuster. This mount is supplied by the RCMP and installed in designated vehicles.

The contractor will be required to recondition the computer mount. This includes: fuse block assembly, lighter plugs, armrest, wiring: repair switch, lights, wiring. Check docking station for functionality and contact RCMP IT Operations if repairs are required. Clean components, paint if required and reassemble.

### **Auxiliary radio transceivers and RCMP radio transceivers**

RCMP supplied auxiliary transceivers are used for special uses, such as Citizens Band. The RCMP radio transceivers include both trunk mount and front mount units.

The contractor shall install an auxiliary radio transceiver in installed computer mount for RCMP car/trucks. This includes any modifications necessary to mount/housing.

### **Telecommunications Antennas**

All radio antennas will be provided by IT Ops and installed by the contractor in RCMP vehicles. Most antennas will be roof mounted. Number and type of antenna to be determined and specified on the work order for vehicle installation. Four (4) will be the maximum number installed on any one vehicle. Installation manual should be consulted for proper antenna spacing.

Unmarked vehicles require low profile disguised antennas and/or glass mount antennas.

### **External Transceiver Speaker**

An external speaker is provided with each radio. It is mounted between the two front seats on the recessed panel portion of the partition.

### **Computer Installation**

The computer mount includes a baseplate to which the computer mount and consoles are attached.

### **Miscellaneous Items**

The contractor shall as required and approved by Atlantic Region RCMP Fleet and as per manufacturer's instructions:

1. Install RCMP loud hailer/siren unit, undisguised mount (without console or mount), in RCMP cars and trucks.
2. Install one docking station for mobile work station into RCMP cars/trucks, complete with modem/GPS and roof mounted antennas.
3. Install mobile satellite phone and car kit, complete with antenna, in RCMP cars and trucks.
4. Install video incident capture system (Vics) equipment complete with accessories and antenna.
5. Install radar speed metre equipment complete with antenna in RCMP cars and trucks.
6. Install GO Lights as/when required.



### **REMOVAL OF COMMUNICATIONS EQUIPMENT**

When the vehicle life cycle is complete, the contractor shall remove all communications equipment without damage to the equipment, vehicle and manufacturer's wiring. Removal of all items noted above is to include restoration of all wiring and tagging (as directed) and approved by Atlantic Region RCMP Fleet and RCMP IT Ops. RCMP supplied Inventory Sheets will be completed by contractor and submitted electronically or faxed to RCMP Atlantic Region Fleet Section and RCMP IT Ops. Equipment will be stored on the contractor's site until it is to be used on a future install or until it is returned to an RCMP facility for disposal.

Return immediately to RCMP IT Ops Radio Shop for inspection & maintenance: Radio, Repeater, Laptop, Modems and associated wiring harnesses, brackets, & hardware.

Antennas removed and holes plugged. For disguise antenna's, remove complete antenna assembly without cutting cable. Keep all the items of the disguise antenna together in one package and return to RCMP IT Ops Radio Shop.

### **Consistency**

All components and wiring installed in police vehicles will be located/routed exactly the same on same model vehicles. Work in consultation with IT Ops Radio Shop personnel

All work is to be performed at the contractor's workplace. The contractor will pick up and deliver major components supplied by the RCMP at HQ's Warehouse. The address will be provided on reward of Standing Offer.

The contractor is to supply his/her own tools as well as consumable items such as bolts, screws, wires, connectors, high temperature loom and tie wraps. All bolts, screws, and washers must be cadmium plated to prevent rust. Nuts to have nylon lock thread to prevent coming loose from vibration, etc. Use consistent size fastener whenever possible.

**\*\*NOTE:** Electronic equipment will not be refurbished by the contractor. Any electronic equipment requiring refurbishing will be returned to RCMP facility. In these instances, the contractor is required to notify Atlantic Region RCMP Fleet who will provide instruction.

### **PREPARATION OF VEHICLES FOR AUCTION**

The contractor shall provide the Vehicle car code, Vehicle Identification Number and the odometer reading to Atlantic Region RCMP Fleet which will signify that the vehicle is ready for disposal. The Atlantic Region RCMP Fleet will arrange for vehicle pick-up and disposal.

Daytime running lamps, rear door handles, locks and windows will be reconnected.

Secure idle will be disconnected.

Contractors must advise Atlantic Region Fleet Section when a vehicle is received at their location without all seats and consoles. Atlantic Region Fleet Section will locate the seats which must be re-installed prior to disposal.

Original Certificates of Registration are required to be in every vehicle before release for to GC Surplus.

Contractors must notify the RCMP Fleet Analyst immediately if Certificate of Registration and spare keys are not with vehicles when dropped off for disposal.

Diligence must be taken, including removal and reinstallation of all seats, to insure no hazardous or confidential materials remain in the vehicle prior to releasing vehicle to GC Surplus. Contractors must advise the RCMP Fleet Analyst immediately if any materials are found.

### **DELIVERABLES**

The contractor shall provide equipment installation and repair cost sheets for each work order.

The contractor shall complete an inventory sheet for RCMP equipment in his/her possession on a quarterly basis.



The contractor shall immediately notify Atlantic Region RCMP Fleet of any equipment that is damaged or lost while at the contractor's facility.

The contractor shall immediately notify Atlantic Region RCMP Fleet of any items found in the RCMP vehicles. Atlantic Region RCMP Fleet will advise on what to do with the found items.

The contractor shall notify Atlantic Region RCMP Fleet of any equipment that is deemed redundant and provide the Atlantic Region RCMP Fleet with the vehicle number from which the equipment was taken. The equipment will be sent back to RCMP facility or disposed of as instructed by the RCMP Atlantic Region Transport

#### **GOVERNMENT FURNISHED SUPPORT/EQUIPMENT**

Atlantic Region RCMP Fleet will provide the contractor with a listing of RCMP vehicles for equipment installation and/or removal on a monthly basis, minimum.

Atlantic Region RCMP Fleet will provide the contractor with a list of equipment items to be installed or removed on each vehicle.

The RCMP will supply major components and emergency equipment. The components and emergency equipment supplied by the RCMP may be new, used or require refurbishing by the contractor as per direction from RCMP Atlantic Region Transport.

#### **CARE, CONTROL AND CUSTODY**

The contractor is responsible for the care, control and custody of RCMP vehicles and equipment while performing any services pursuant to the terms of the standing offer. Any misuse or abuse of RCMP vehicles and/or equipment could result in immediate withdrawal from the Standing Offer.

#### **MANDATORY REQUIREMENTS FOR THE PROVISION OF THE SERVICE**

All work will be fully guaranteed for a period of ninety (90) days. Defects identified during the warranty period will be repaired free of charge. If vehicle has been transferred to a remote location, the contractor is required to provide telephone troubleshooting services in order to resolve warranty issues. If the vehicle is unable to return to the contractor's facility, the contractor will be responsible for the costs incurred to have the defect repaired by another supplier. If the vehicle is able to be returned to the contractor's facility, the contractor will assume all costs to transport the vehicle (return trip).

Any damage to vehicles or emergency equipment resulting from improper storage of such items will be the responsibility of the contractor to repair or replace in consultation with Atlantic Region RCMP Fleet Section.

The successful contractor will maintain minimum liability insurance of \$1,000,000 against the loss and/or damage of RCMP property in their care, custody or control pursuant to the terms of the standing offer.

#### **DELIVERY: REQUIRED DELIVERY WILL BE STATED ON THE WORK ORDER**

Vehicles considered "on the install schedule" are vehicles for which Fleet Management have not been notified are ready for service. Fleet Management must be notified, by the contractor, via e-mail, that vehicles are ready for service. Vehicles cannot be released until authorized by RCMP Fleet Analyst.

The contractor will ensure only authorized contractor personnel drive RCMP vehicles. All contractor personnel required to drive the RCMP vehicles will have a clean drivers abstract. A driver's abstract for each contractor personnel performing the services will be provided to the RCMP Fleet Manager, or designated representative, prior to commencement of service. Any contractor personnel with a poor driving record can be rejected. It is the contractor's responsibility to provide the RCMP Fleet Manager or designated representative with this documentation.

All marked vehicles must display a visible "Out of Service" sign, as well as a covering over the light bar which will be supplied upon award of the Standing Offer Agreement.

All installations will be in accordance with Provincial Legislation with respect to the Provincial Highway Act.



All installations will also be in accordance with National/Provincial standards.

All connectors will be soldered and double wall heat shrunk. No cabling or wiring is to be cut. It will be coiled and tied only. Flush cutters to be used for tie wraps.

All dismantling and removal of equipment on RCMP vehicles will be done in the same method that was used in the installation of equipment.

The contractor will have capability to securely store all RCMP owned accessories until they are to be used to complete a vehicle install, returned to RCMP facility or disposed of by the RCMP.

The contractor will have capability to provide all services on site.

### **SERVICE QUALITY REQUIREMENTS**

1. The RCMP may perform any inspection thought necessary to ensure that installations meet the standards described in this specification. The contractor will be promptly notified when the standard for vehicle retrofit has not been met. The contractor will be responsible for jockey service as described herein and rectifying all deficiencies.
2. The battery must be disconnected whenever the contractor is working on any police motor vehicle. This is required in order to prevent discharge of battery, electrical circuits shorting out, fuses blowing and vehicle fires.
3. The contractor must check for wiring/wiring harness, fuel lines, fuel tanks, drive shaft, air-bag sensors and coolant lines whenever drilling holes on any police motor vehicle to prevent damage.
4. The contractor must report any damaged part or damaged vehicle to Atlantic Region RCMP Fleet prior to repairing. The contractor is responsible for any damages due to negligence during the entire period the vehicle is in their custody. No costs for such repairs shall be borne by the RCMP.
5. All RCMP equipment installed by the contractor must be in good operating condition. If it is not, the contractor will notify Atlantic Region RCMP Fleet immediately.

### **MISCELLANEOUS**

#### **Jockey Service**

The contractor shall, on an as and if required basis, pick vehicles up at dealers in the Halifax, Nova Scotia area and deliver to the contractor's secure compound.

The contractor shall, on an as and when required basis, deliver vehicles to RCMP H Division HQ from the contractor's secure compound.



## MANDATORY REQUIREMENTS RELATING TO THE PROPOSAL

The following mandatory requirements must be met in order for the bidder to be given any further consideration. Failure to meet any of the mandatory requirements as stated below will result in your bid being declared non-compliant. All correspondence requested below (as applicable) must be submitted with your bid in order to deem your offer responsive. **Failure to provide the requested information will deem your offer non-responsive.**

1. The bidder must certify that all of the people doing the installation of the electronic equipment:
  - be an electronics technician or show they have a minimum of two years' experience and knowledge required to install and test the installed equipment.
  - have knowledge of automotive electrical systems and knowledge of the basic structure/location of vehicle mechanical systems to ensure no systems are damaged or compromised during the installation of police equipment.
2. The bidder must show experience in the installation of lighting and communication equipment on commercial vehicles. (Provide evidence with the bid) This can be met with two (2) references from non-RCMP clients who have had lighting and communication equipment installed. References will be contacted.

Please provide the following for each reference:

- Contact name
  - Business/Organization's name
  - Reference project name
  - Short description of work delivered
  - Email
  - Phone number
3. The bidder must provide an organizational chart showing the names and titles of the manager and all employees who will be working on the installation of equipment for RCMP vehicles.
  4. The bidder must certify compliance with the terms and conditions of the proposal and Statement of Work herein.



## ANNEX B – BASIS OF PAYMENT

**PLEASE NOTE:** Estimated usage data provided are based on historical usage and future anticipated usage, provided in good faith, and are estimates only for evaluation purposes and do not mean that quantities will be used or will not be exceeded.

### STANDARD EQUIPMENT INSTALLATION

#### **Type 1: Basic Marked Police Vehicle – Sedan/Utility**

The vehicle will be built in accordance with the RCMP Install Manual plus additional mandatory equipment:

- light bar assembly
- gun rack
- security shield (1) one
- radar
- power distribution unit
- rear traffic advisor
- rear deck lights
- Video Incident Capturing System
- siren controller unit, siren and siren speaker
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- rear window bars
- rear compartment light
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

#### **Estimated Type 1 vehicles per twelve month period: 60**

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 60 vehicles per twelve month period (Year (1) one)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 60 vehicles per twelve month period (Option year (1) one)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 60 vehicles per twelve month period (Option year (2) two)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 60 vehicles per twelve month period (Option year (3) three)





## **Type 2: Highway Patrol Police Vehicle - Slick/Clean Roof Sedan/Utility**

The vehicle will be built in accordance with the RCMP Install Manual plus additional mandatory equipment:

- gun rack
- security shield (1) one
- radar
- mirror beam lights
- grill lights
- intersection lights
- alley lights and take down lights
- power distribution unit
- rear traffic advisor
- rear deck lights
- Video Incident Capturing System
- siren controller unit, siren and siren speaker
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- rear window bars
- rear compartment light
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

### **Estimated Type 2 vehicles per twelve month period: 10**

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Option year (2) two)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 10 vehicles per twelve month period (Option year (3) three)



### **Type 3: Highway Patrol Police Vehicle with Lightbar – Sedan/Utility**

The vehicle will be built in accordance with the RCMP Install Manual plus additional mandatory equipment

- light bar assembly
- gun rack
- security shield (1) one
- radar
- mirror beam lights
- grill lights
- intersection lights
- power distribution unit
- rear traffic advisor
- rear deck lights
- Video Incident Capturing System
- siren controller unit, siren and siren speaker
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- rear window bars
- rear compartment light
- police radio
- Antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

#### **Estimated Type 3 vehicles per twelve month period: 20**

\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Option year (2) two)

\$\_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Option year (3) three)



**Type 4: Marked Truck/SUV**

- light bar assembly
- siren controller unit, siren and siren speaker
- head light flashers
- corner strobes/power package and/or vertex lights
- rear traffic advisor
- rear deck lighting
- grill lights
- power distribution unit
- gun rack
- radar
- security shield (1) one
- rear cargo shield
- base wiring
- secure idle
- decals - stripe kit, radio call numbers, Canada wordmark, high visibility markings
- rear window bars
- dome light
- rear compartment light
- Video Incident Capturing System
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

**Estimated Type 5 vehicles per twelve month period: 20**

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Year (1) one)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Option year (1) one)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Option year (2) two)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 20 vehicles per twelve month period (Option year (3) three)



**Type 5: Unmarked Surveillance Car/SUV/Truck**

- police radio
- siren
- headlight flasher
- 4 corner led lighting
- hard wired visor light
- base wiring
- controller / switch box
- disguised antenna
- gun box

**Contractor will charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.**

**Estimated Type 5 vehicles per twelve month period: 40**

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 40 vehicles per twelve month period (Year (1) one)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 40 vehicles per twelve month period (Option year (1) one)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 40 vehicles per twelve month period (Option year (2) two)

\$ \_\_\_\_\_ per vehicle for the complete installation of the above equipment, estimated 40 vehicles per twelve month period (Option year (3) three)



**REMOVAL OF EQUIPMENT**

**Type 1: Basic Marked Police Vehicle – Sedan/Utility**

- light bar assembly
- gun rack
- headlight flashers
- corner strobes and power supplies and/or vertex lights
- security shield (1) one
- Video Incident Capturing System
- radar
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- window bars
- rear compartment light
- reactivate rear door and window locks
- secure idle – disconnected
- rear auxiliary battery - disconnected
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.**

**Estimated Type 1 vehicles per twelve month period: 60**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 60 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 60 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 60 vehicles per twelve month period (Option year (2) two)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 60 vehicles per twelve month period (Option year (3) three)



**Type 2: Highway Patrol Police Vehicle - Slick/Clean Roof Sedan/Utility**

- gun rack
- headlight flashers
- vertex lights
- alley lights, take down lights, and intersection lights
- security shield (1) one
- Video Incident Capturing System
- radar
- dash-mount system which includes the center console
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- window bars
- rear compartment light
- reactivate rear door and window locks
- secure idle – disconnected
- rear auxiliary battery - disconnected
- police radio
- Antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.**

**Estimated Type 2 vehicles per twelve month period: 10**

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Option year (1) one)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Option year (2) two)

\$\_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
10 vehicles per twelve month period (Option year (3) three)



**Type 3: Highway Patrol Police Vehicle with Lightbar – Sedan/Utility**

- light bar assembly
- headlight flashers
- corner strobes and power supplies and/or vertex lights
- gun rack
- security shield (1) one
- Video Incident Capturing System
- radar
- siren controller unit, siren and siren speaker
- power distribution unit
- rear traffic advisor
- Mobile Work Station
- window bars
- rear compartment light
- reactivate rear door and window locks
- rear auxiliary battery - disconnected
- secure idle – disconnected
- police radio
- Antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem
- 

**Contractor will charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.**

**Estimated Type 3 vehicles per twelve month period: 20**

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Year (1) one)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Option year (1) one)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Option year (2) two)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Option year (3) three)



**Type 4: Marked Truck/SUV**

- light bar assembly
- siren controller unit, siren and siren speaker
- head light flashers
- corner strobes/power package and/or vertex lights
- rear deck lighting
- grill lights
- power distribution unit
- gun rack
- security shield (1) one
- rear cargo shield
- Video Incident Capturing System
- radar
- base wiring
- secure idle – disconnected
- window bars
- rear window bars
- dome light
- rear compartment light
- reactivate rear compartment lock
- reactivate rear door and window locks
- rear auxiliary battery - disconnected
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, & Repeater)
- dash-mount system which includes the center console
- card reader
- printer
- Mobile Work Station
- Digital Vehicle Repeater System
- Data Modem

**Contractor will charge a flat rate for the removal of the above equipment, including all associated hardware and wiring.**

**Estimated Type 5 vehicles per twelve month period: 20**

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Year (1) one)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Option year (1) one)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Option year (2) two)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated  
20 vehicles per twelve month period (Option year (3) three)





**Type 5: Unmarked Surveillance Car/SUV/Truck**

- police radio
- siren
- headlight flasher
- 4 corner led lighting
- hard wired visor light
- base wiring
- controller / switch box
- disguised antenna
- gun box

**Contractor will charge a flat rate for the removal of the above equipment, including all associated hardware and wiring.**

**Estimated Type 5 vehicles per twelve month period: 40**

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 40 vehicles per twelve month period (Year (1) one)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 40 vehicles per twelve month period (Option year (1) one)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 40 vehicles per twelve month period (Option year (2) two)

\$ \_\_\_\_\_ per vehicle for the removal of the above equipment, estimated 40 vehicles per twelve month period (Option year (3) three)



**YEAR 1**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, at the request of the Atlantic Region RCMP Fleet Project Authority only. Estimates are not to exceed 110% of the estimated cost provided the RCMP (ie: Repair and retrofits).

Estimate of 30 hours x \$ \_\_\_\_\_/hour = \_\_\_\_\_ \$

Unfurnished parts used in all RCMP installations and removals will be priced at Contractor's list price less a discount of \_\_\_\_\_%.

**OPTION YEAR 1**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, at the request of the Atlantic Region RCMP Fleet Project Authority only. Estimates are not to exceed 110% of the estimated cost provided the RCMP (ie: Repair and retrofits).

Estimate of 30 hours x \$ \_\_\_\_\_/hour = \_\_\_\_\_ \$

Unfurnished parts used in all RCMP installations and removals will be priced at Contractor's list price less a discount of \_\_\_\_\_%.

**OPTION YEAR 2**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, at the request of the Atlantic Region RCMP Fleet Project Authority only. Estimates are not to exceed 110% of the estimated cost provided the RCMP (ie: Repair and retrofits).

Estimate of 30 hours x \$ \_\_\_\_\_/hour = \_\_\_\_\_ \$

Unfurnished parts used in all RCMP installations and removals will be priced at Contractor's list price less a discount of \_\_\_\_\_%.

**OPTION YEAR 3**

Hourly labour rate for installation and removal of equipment on all specialty vehicles and for all special requests, at the request of the Atlantic Region RCMP Fleet Project Authority only. Estimates are not to exceed 110% of the estimated cost provided the RCMP (ie: Repair and retrofits).

Estimate of 30 hours x \$ \_\_\_\_\_/hour = \_\_\_\_\_ \$

Unfurnished parts used in all RCMP installations and removals will be priced at Contractor's listprice less a discount of \_\_\_\_\_%.



**JOCKEY SERVICE AND VEHICLE STORAGE**

**JOCKEY SERVICE:**

Drop off and pick-up vehicle at dealers and RCMP HQ in the Halifax, Nova Scotia. Pick up vehicles at dealers in the Halifax, Nova Scotia area and delivery to the contractor's secure compound.

**YEAR 1**

Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area.

\$ \_\_\_\_\_ per vehicle round trip x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area

\$ \_\_\_\_\_ per vehicle x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

**OPTION YEAR 1**

Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area.

\$ \_\_\_\_\_ per vehicle round trip x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area

\$ \_\_\_\_\_ per vehicle x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

**OPTION YEAR 2**

Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area.

\$ \_\_\_\_\_ per vehicle round trip x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area

\$ \_\_\_\_\_ per vehicle x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

**OPTION YEAR 3**

Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area.

\$ \_\_\_\_\_ per vehicle round trip x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)

Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area

\$ \_\_\_\_\_ per vehicle x an estimate of 80 cars = \_\_\_\_\_ \$(evaluated price)



**VEHICLE STORAGE**

**YEAR 1**

\$ \_\_\_\_\_ per vehicle x an estimated 15 vehicles per month = \$ \_\_\_\_\_ x 12 months =  
\$ \_\_\_\_\_ (evaluated price)  
15 days or less, pro-rated at a per diem rate for that month.

**OPTION YEAR 1**

\$ \_\_\_\_\_ per vehicle x an estimated 15 vehicles per month = \$ \_\_\_\_\_ x 12 months =  
\$ \_\_\_\_\_ (evaluated price)  
15 days or less, pro-rated at a per diem rate for that month.

**OPTION YEAR 2**

\$ \_\_\_\_\_ per vehicle x an estimated 15 vehicles per month = \$ \_\_\_\_\_ x 12 months =  
\$ \_\_\_\_\_ (evaluated price)  
15 days or less, pro-rated at a per diem rate for that month.

**OPTION YEAR 3**

\$ \_\_\_\_\_ per vehicle x an estimated 15 vehicles per month = \$ \_\_\_\_\_ x 12 months =  
\$ \_\_\_\_\_ (evaluated price)  
15 days or less, pro-rated at a per diem rate for that month.



**Basis of Payment Summary**

		QTY	Unit Price	Ext Price (QTY*Unit Price)
<b>Standard Equipment Installation</b>				
Type 1	Year 1	60	\$ _____ per vehicle	\$ _____
	Option Year 1	60	\$ _____ per vehicle	\$ _____
	Option Year 2	60	\$ _____ per vehicle	\$ _____
	Option Year 3	60	\$ _____ per vehicle	\$ _____
Type 2	Year 1	10	\$ _____ per vehicle	\$ _____
	Option Year 1	10	\$ _____ per vehicle	\$ _____
	Option Year 2	10	\$ _____ per vehicle	\$ _____
	Option Year 3	10	\$ _____ per vehicle	\$ _____
Type 3	Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 2	20	\$ _____ per vehicle	\$ _____
	Option Year 3	20	\$ _____ per vehicle	\$ _____
Type 4	Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 2	20	\$ _____ per vehicle	\$ _____
	Option Year 3	20	\$ _____ per vehicle	\$ _____
Type 5	Year 1	40	\$ _____ per vehicle	\$ _____
	Option Year 1	40	\$ _____ per vehicle	\$ _____
	Option Year 2	40	\$ _____ per vehicle	\$ _____
	Option Year 3	40	\$ _____ per vehicle	\$ _____
<b>Subtotal for Standard Equipment Installation (a)</b>				\$ _____



<b>Removal of Equipment</b>				
Type 1	Year 1	60	\$ _____ per vehicle	\$ _____
	Option Year 1	60	\$ _____ per vehicle	\$ _____
	Option Year 2	60	\$ _____ per vehicle	\$ _____
	Option Year 3	60	\$ _____ per vehicle	\$ _____
Type 2	Year 1	10	\$ _____ per vehicle	\$ _____
	Option Year 1	10	\$ _____ per vehicle	\$ _____
	Option Year 2	10	\$ _____ per vehicle	\$ _____
	Option Year 3	10	\$ _____ per vehicle	\$ _____
Type 3	Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 2	20	\$ _____ per vehicle	\$ _____
	Option Year 3	20	\$ _____ per vehicle	\$ _____
Type 4	Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 1	20	\$ _____ per vehicle	\$ _____
	Option Year 2	20	\$ _____ per vehicle	\$ _____
	Option Year 3	20	\$ _____ per vehicle	\$ _____
Type 5	Year 1	40	\$ _____ per vehicle	\$ _____
	Option Year 1	40	\$ _____ per vehicle	\$ _____
	Option Year 2	40	\$ _____ per vehicle	\$ _____
	Option Year 3	40	\$ _____ per vehicle	\$ _____
<b>Subtotal for Removal of Equipment (b)</b>				\$ _____



<b>Hourly Labour Rates</b>			
Year 1	30	\$ _____ per hour	\$ _____
Option Year 1	30	\$ _____ per hour	\$ _____
Option Year 2	30	\$ _____ per hour	\$ _____
Option Year 3	30	\$ _____ per hour	\$ _____
<b>Subtotal for Hourly Labour Rates ( c )</b>			\$ _____
<b>Jockey Service and Vehicle Storage</b>			
Jockey Service Year 1 Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area	80	\$ _____ per vehicle (round trip)	\$ _____
Jockey Service Year 1 Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area	80	\$ _____ per vehicle	
Jockey Service OptionYear 1 Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area	80	\$ _____ per vehicle (round trip)	\$ _____
Jockey Service OptionYear 1 Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area	80	\$ _____ per vehicle	
Jockey Service OptionYear 2 Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area	80	\$ _____ per vehicle (round trip)	\$ _____
Jockey Service OptionYear 2 Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area	80	\$ _____ per vehicle	
Jockey Service OptionYear 3 Drop off and pick-up vehicle at dealers in the Halifax, Nova Scotia area	80	\$ _____ per vehicle (round trip)	\$ _____
Jockey Service OptionYear 3 Vehicle delivery to RCMP HQ in the Halifax, Nova Scotia area	80	\$ _____ per vehicle	
Vehicle Storage Year 1	180	\$ _____ per vehicle	\$ _____
Vehicle Storage Option Year 1	180	\$ _____ per vehicle	\$ _____
Vehicle Storage Option Year 2	180	\$ _____ per vehicle	\$ _____
Vehicle Storage Option Year 3	180	\$ _____ per vehicle	\$ _____
<b>Subtotal for Jockey Service and Vehicle Storage ( d )</b>			\$ _____
<b>TOTAL EVALUATED PRICE (a+b+c+d)</b>			\$ _____

# Annex C

# 20191115045



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	2. Branch or Directorate / Direction générale ou Direction Regional Assets & Procurement, Fleet Management
3. a) Subcontract Number / Numéro du contrat de sous-traitance NA	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant NA
4. Brief Description of Work / Brève description du travail Installation of emergency and communications equipment in/on RCMP owned vehicles Removal of emergency and communication equipment in/on RCMP owned vehicles Storage for RCMP owned vehicles and emergency equipment, held by contractor, pending installation or removal of emergency / communications equipment	
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 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	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"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
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 B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET / SECRET <input type="checkbox"/>
	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government 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:

Yes/No checkboxes with 'Yes' selected

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?

Yes/No checkboxes with 'Yes' selected

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

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

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

- Checkboxes for RELIABILITY STATUS, TOP SECRET-SIGINT, SITE ACCESS, CONFIDENTIAL, NATO CONFIDENTIAL, SECRET, NATO SECRET, TOP SECRET, COSMIC TOP SECRET.

Special comments:
Commentaires spéciaux: RCMP Facility Access - Escort required in security and/or high security zone

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?

Yes/No checkboxes with 'Yes' selected

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

Yes/No checkboxes with 'Yes' selected

PART C - SAFEGUARDS (FOURNISSEUR) / 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?

Yes/No checkboxes with 'Yes' selected

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?

Yes/No checkboxes with 'Yes' selected

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?

Yes/No checkboxes with 'Yes' selected

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?

Yes/No checkboxes with 'Yes' selected

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?

Yes/No checkboxes with 'Yes' selected

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



### **ANNEX D Standing Offers Reporting**

Offerors must fulfill all reporting requirements in the standing offer (SO). Offerors must report on a quarterly basis on the call-up. Such reports must contain the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number
- v. the call-up/contract number for each call-up/contract, including amendments;
- vi. the client department (RCMP)'
- vii. the contracting authority;
- viii. the date of the call-up/contract;
- ix. the call-up/contract period;
- x. the services provided (dollar value of services provided up to the date of current report excluding HST);
- xi. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

# ANNEX E VEHICLE ACCEPTANCE CHECK

Vehicle Code \_\_\_\_\_

Car colour _____	Mats provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Spare tire <input type="checkbox"/> Perm. <input type="checkbox"/> Temp.	Tire size _____	Schedule _____	Item no. _____
Documents provided <input type="checkbox"/> Registration papers <input type="checkbox"/> Operator's Manual <input type="checkbox"/> Warranty Booklet		Km on delivery _____	Serial No. _____		

**INSPECT ALL ITEMS AGAINST THE VEHICLE CONTRACT AND SPECIFICATIONS.  
CHECK IF SATISFACTORY / OPERABLE, IF NOT, COMMENT BELOW.**

## SPECIFICATION CHECK

### BEFORE ROAD TEST

#### EXTERIOR CONDITION

- 1. Paint and sheet metal - scratches, colour, etc.
- 2. Chrome - scratches, alignment, etc.
- 3. Windshield and windows - scratches, cracks, etc.
- 4. Tires - condition and pressure: \_\_\_\_\_
- 5. Exterior mirrors - glass, mounting and adjustment
- 6. Lights - scratches, cracks, fit, etc.
- 7. Gas cap - operation

#### OPEN TRUNK LIDS, LIFTGATES & TAILGATES

- 8. Latch and key - operation and fit
- 9. Spare tire - condition and pressure : \_\_\_\_\_
- 10. Jack, wheel wrench & hub caps presence
- 11. Trunk lights

#### OPEN HOOD OR ENGINE COMPARTMENT

- 12. Latch - operation and fit
- 13. Battery - electrolyte level and cables
- 14. Oil levels - engine transmission & transfer case
- 15. Radiator cap, coolant level & strength: \_\_\_\_\_
- 16. Fluid levels - windshield washer, brake & power steering
- 17. Block heater & cable routing
- 18. Leaks - engine compartment & under vehicle

#### OPEN EACH DOOR

- 19. Locks and latches - operation
- 20. Windows - operation
- 21. Carpets & mats - condition and fit
- 22. Headliner - cleanliness and fit
- 23. Upholstery & trim panels - condition
- 24. Seat / shoulder belts - anchors & retractors
- 25. Seat adjustments
- 26. Head restraints - adjustments
- 27. Evidence of water leaks
- 28. Instruction plates - position and readability

#### SIT IN DRIVER'S SEAT

- 29. Warning light and / or reminder buzzer
- 30. Rear view mirror - glass, mounting & adjustments
- 31. Sun visors
- 32. Cigarette lighter and ashtray
- 33. Windshield wiper
- 34. Dash cluster - glass, gauges and lights
- 35. Rear window defroster switch

- 36. Glove compartment door lock
- 37. Operator's manual and warranty card - presence
- 38. Horn - operation
- 39. Brake pedal
- 40. Clutch pedal - free play (manual only)
- 41. Adjustable steering - operation
- 42. Steering column lock
- 43. Powder door locks
- 44. Heater, air conditioning and vents - operation
- 45. Lights operation - courtesy and other interior lights, 4-way flashers, backup, side markers, parking, tail and brake lights, turn signals, high and low beams

#### ON ROAD TEST

- 46. Brakes - before and after starting and quick stops
- 47. Starting of vehicle - ease
- 48. Neutral switch (automatic only)
- 49. Parking brakes
- 50. Heater and defroster
- 51. Transmission shift lever - upshift and downshift
- 52. Transfer case (4 x 4 trucks)
- 53. Accelerator pedal - play and easy operation
- 54. Noise from drive belts
- 55. Steering control and tightness
- 56. Squeaks & rattles
- 57. Wheel balance - noticeable vibration
- 58. Engine performance - smoothness & fast idle
- 59. Gauges - function & performance
- 60. Shock absorbers & suspension - function
- 61. Gasoline fumes inside the vehicle

#### AFTER ROAD TEST- UNDER THE VEHICLE

- 62. Fluid leaks
- 63. Fuel, brake & oil lines - support & protection
- 64. Exhaust system - noise & support
- 65. Wheels & tires

#### EXTERIOR CHECK

- 66. Hardware & trim
- 67. Hood, doors, trunk lid / tailgate - tightness & fit
- 68. Winches & Power Take Off

#### ENGINE COMPARTMENT

- 69. Fluid leaks
- 70. Fan belts - tension
- 71. Protection label and anti-freeze strength: \_\_\_\_\_
- 72. Air cleaner

COMMENTS (Refer to item no.)

	_____ Inspected by
	_____ Signature
	_____ Date





## **ANNEX F ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card (<\$10K);
- MasterCard Acquisition Card (<10K);
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)