



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

Bid Receiving/Réception des soumissions
**RCMP "E" DIV. BID RECEIVING FRONT
DESK**

14200 Green Timbers Way
Surrey, BC V3T 6P3
Solicitation: M2989-8-0483

**By Mail:
RCMP "E" DIV. BID RECEIVING FRONT
DESK**

Mail Stop # 1004
14200 Green Timbers Way
Surrey, BC V3T 6P3
Solicitation: M2989-8-0483

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Vehicle Biohazard Waste Cleaning		Date 2019.07.23
Solicitation No. – N° de l'invitation M2989-8-0483		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00	PDT(Pacific Daylight Time) HAP (heure avancée du Pacifique)
On / le :	September 3, 2019	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Gursharn.Dhadwal@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 778-290-2774	Facsimile No. – No. de télécopieur 778-290-6110	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings
- 1.4. Recourse Mechanisms

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

PART 6 – SECURITY AND OTHER REQUIREMENTS

- 6.1. Security Requirement
- 6.2. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Security Requirement
- 7.4. Term of Contract
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants
- 7.7. Payment
- 7.8. Invoicing Instructions
- 7.9. Certifications and Additional Information
- 7.10. Applicable Laws
- 7.11. Priority of Documents
- 7.12. Procurement Ombudsman
- 7.13. Insurance Requirements
- 7.14. Government Site Regulations
- 7.15. Hazardous Waste Disposal



List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Task Authorization Form
Annex D	Insurance Requirements
Annex E	Security Requirements Check List
Annex F	Periodic Usage Reports
Annex G	Evaluation Criteria

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form and any other annexes.

1.2 Summary

1.2.1 The Royal Canadian Mounted Police "E" Division requires biohazard vehicle cleaning services in Surrey, British Columbia (B.C.). The Contract period will be for one year from the date of contract award with an irrevocable option to extend, for up to two additional one-year periods

The anticipated start date is to be determined.

1.2.2



"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contract Security Program](#) 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."

- 1.2.3 "The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA)."

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Recourse Mechanisms

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

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days



2.2 Submission of Bids

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

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://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, bidders should:

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B." The total amount of Applicable taxes must be show separately.

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



3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex G.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Bidders must submit a Financial Bid in accordance with Annex "B" Basis of Payment.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian Customs duties and excise taxes included.

The financial bid information will be evaluated based on the following calculations. The number of vehicles identified below are used for evaluation purpose only.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

From Basis of Payment table in Annex "B"

Table B1:

Column A1: (E1 x 150 vehicles*) + (I1 x 10 vehicles*) + (M1 x 10 vehicles*)=
Column B1: (F1 x 30 vehicles*) + (J1 x 5 vehicles*) + (N1 x 5 vehicles*)=
Column C1: (G1x 60 vehicles*) (K1 x 5 vehicles*) + (O1 x 5 vehicles*) =
Column D1: (H1x 20 vehicles*) (L1 x 2 vehicles*) + (P1 x 2 vehicles*) =
Sum of Table B1: Column A1 + Column B1 + Column C1 + Column D1 =

Table B2:

Column A2: (E2 x 150 vehicles*) + (I2 x 10 vehicles*) + (M2 x 10 vehicles*) =
Column B2: (F2 x 30 vehicles*) + (J2 x 5 vehicles*) + (N2 x 5 vehicles*)=
Column C2: (G2x 60 vehicles*) (K2 x 5 vehicles*) + (O2 x 5 vehicles*) =
Column D2: (H2x 20 vehicles*) (L2 x 2 vehicles*) + (P2 x 2 vehicles*) =
Sum of Table B2: Column A2 + Column B2 + Column C2 + Column D2 =



Table B3:

Column A₃: (E₃ x 150 vehicles*) + (I₃ x 10 vehicles*) + (M₃ x 10 vehicles*) = _____

Column B₃: (F₃ x 30 vehicles*) + (J₃ x 5 vehicles*) + (N₃ x 5 vehicles*) = _____

Column C₃: (G₃ x 60 vehicles*) (K₃ x 5 vehicles*) + (O₃ x 5 vehicles*) = _____

Column D₃: (H₃ x 20 vehicles*) (L₃ x 2 vehicles*) + (P₃ x 2 vehicles*) = _____

Sum of Table B3: Column A₃ + Column B₃ + Column C₃ + Column D₃ = _____

Bid Evaluated Price = Sum of Table B1 + Sum of Table B2 + Sum of Table

B3: _____

*Estimated number of vehicles specified is only an approximation of the requirement given in good faith for evaluation purposes only.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the 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 Bidder 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

5.1.3.2 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources



5.1.3.3 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1. Before award of a contract, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3. For additional information on security requirements, bidders 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-Proof of Availability Prior to Contract Award

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1. Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.



7.1.2.1 Task Authorization Process

7.1.2.1.1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.

7.1.2.1.2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

7.1.2.1.3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

7.1.2.1.4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The *Project Authority* may authorize individual task authorizations up to a limit of \$10,000, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

7.1.2.3.1 In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 1%.

7.1.2.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

7.1.2.3.3 In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.



7.1.2.3.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

7.1.2.4.1 The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "H". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly 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; and

4th quarter: January 1 to March 31.

7.1.2.4.2 The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

7.1.2.4.3 Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

7.1.2.4.4 For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

7.1.2.4.5 For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and



- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

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

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The following security requirement (*SRCL and related clauses*) apply and form part of the Contract.

- a) RCMP Facility Access-FA02 Clearance required
- b) Contractors entering the detachment must be escorted at all times.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the contract is one year from date of contract award.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at by least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Gursharn Dhadwal
Title: Procurement Officer
Royal Canadian Mounted Police
Address: 14200 Green Timbers Way, Mailstop 909, Surrey, BC, V3T 6P3

Telephone: 778-290-2774
Facsimile: 778-290-6110
E-mail address: gursharn.dhadwal@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority (To be determined after contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
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 Payment

7.7.1 Basis of Payment-Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B"

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBA. Customs duties are included and Applicable Taxes are extra.

7.7.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

7.7.2.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

7.7.2.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Single Payment per task authorization

Canada will pay the Contractor upon completion and delivery of the work 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.

7.8 Invoicing Instructions

7.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed
- b. a copy of the TA form and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses

7.8.2 Invoices must be distributed as follows:

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

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;



- (e) Annex C, Task Authorization Form
- (f) Annex D, Insurance Requirements
- (g) Annex E, Security Requirement Checklist
- (h) Annex F, Periodic Usage Reports
- (i) the Contractor's bid dated _____.

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.

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.

7.13 Insurance Requirements

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

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

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



7.14 Government Site Regulations

The Contractor must comply with all regulations, instructions, and directives in force on the site where the Work is performed.

7.15 Hazardous Waste Disposal

The Contractor must dispose of any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.



ANNEX “A” STATEMENT OF WORK

1.1 Title: Biohazard Cleaning of Police Cars – Surrey RCMP, Surrey, BC

1.2 Introduction/Background

The Royal Canadian Mounted Police (RCMP) Surrey Detachment requires the services of a Contractor to provide biohazard cleaning for police vehicles as defined in this Statement of Work (SOW) on an “as and when requested basis”. The Surrey Detachment possesses approximately 350 police vehicles that may require biohazard cleaning upon short notice. In 2017/2018 Surrey Detachment made 260 requests for vehicle cleaning service.

1.3 Scope:

1.3.1 The Contract includes but is not limited to cleaning, disinfecting, deodorizing and sanitizing of biohazardous waste in police vehicles at RCMP locations in Surrey, BC. The Contractor will also be responsible for the proper disposal of the biohazardous waste. The Surrey RCMP has on site containers for needle disposal. The request for any biohazard clean-up will be from the RCMP Project Authority or designate which includes Surrey Fleet Services or Surrey Fleet Inventory. The extent of the cleaning requires the removal of bacteria, bodily fluids (i.e blood, feces, urine, vomit, saliva), insects (i.e bedbugs, lice), drug residue (fentanyl or analogue type substances) , needles and unknown substances from both the interior and exterior of the vehicle. Most common types of biohazards found in vehicles are urine, blood, saliva and vomit. Biohazard cleaning is a separate and distinct service specifically focused on areas of the vehicle contaminated by a biohazard as compared to a normal cleaning which involves washing and vacuuming the police vehicle.

1.3.2 Surrey Detachment’s fleet of approximately 350 vehicles, consists of sedans, utilities, vans, sports utility vehicles and trucks. Approximately half of the vehicles are marked generally duty and consist of a cloth front seats with plastic molded rear seats. The remaining vehicles are unmarked and mostly have cloth front and rear seats, although some of the police vehicles have leather seats.

1.4 Response Time

1.4.1 Definition: Business Day: Monday-Friday, not including public holidays and weekends

1.4.2 Normal

The Project Authority or designate will provide notification to the Contractor during business days between (7:00-17:00), at least twenty-four (24) hours prior to requested service. The Contractor must respond to the request by return call or email within the same business day and have the vehicle cleaned within three business days of the request. The RCMP may have multiple requirements per day.

1.4.3 Emergency

The Project Authority or designate will provide notification to the Contractor anytime or day. The Contractor must have the vehicle cleaned eight (8) hours from time of the request. The RCMP may have multiple requirements per day.

1.4.4 The Contractor must be available on short notice, throughout the week, on weekends and holidays to provide the services.

1.5 Contractor’s and Contractor Personnel Qualifications:

1.5.1 The Contractor must have been in business a minimum of three (3) years.

1.5.2 The Contractor must have a minimum of two (2) years of experience in the past five (5) years in providing biohazard clean up service for vehicles.



1.5.3 The Contractor must ensure that its personnel are fully capable of fulfilling the requirements of this Contract and possess the necessary training and approved personal protective equipment to safely remove the biohazard(s).

1.5.4 The Contractor must have a business license for the City of Surrey prior to starting work.

2.1 Requirement:

2.1.1 The vehicle biohazard cleaning Contractor must supply the necessary supervision, labor, transportation, tools, equipment, materials, and supplies on an “as and when requested” basis under a Task Authorization (TA) Contract for the RCMP.

2.1.2 The RCMP will request the Contractor to come on-site when a police vehicle requires biohazard cleaning. Upon attendance, the RCMP will identify the suspected biohazard. The Contractor must conduct an examination and report the extent of contamination in the vehicle to the RCMP. There will be a standard fee for biohazard cleaning per vehicle. If the vehicle requires additional effort, due to liquid or powder drug identification, an additional flat charge can be added to the standard fee. In all cases, the Contractor must receive a task authorization from the Project Authority or designate prior to commencement of the work.

2.1.3. At a minimum, the Contractor must perform the following tasks:

2.1.3.1 Removal of bacteria or other airborne contaminants:

2.1.3.1.1 Contractor must wipe down and decontaminate both the front and the rear of the vehicle including air vents. The Contract must also wipe down and decontaminate the outside door frame and handles.

2.1.3.2 Removal of Bodily Fluids

2.1.3.2 Contractor must remove, wipe down and decontaminate body fluids from the rear passenger area, including seat belts. If required, due to spread of biohazard, the Contractor must decontaminate and remove body fluids from front driver/passenger area as well as door frame and handles.

2.1.3.3 Removal of Insects (lice /bedbugs) - Assume entire car is contaminated.

2.1.3.3.1 Contractor must complete decontamination and removal of insects from hard surfaces and steam clean fabrics and porous surfaces throughout entire vehicle.

2.1.3.4 Removal of Drug Residue-Powder form

2.1.3.4.1 Contractor must conduct an on- site test of fabric for contamination of powder form drugs. Contractor must complete decontamination and remove powder drugs from hard surfaces and steam clean fabrics and porous surfaces throughout the entire vehicle including air vents.

2.1.3.5 Liquid Drugs-specific cleaning for contaminated area and general cleaning for rest of the vehicle

2.1.3.5.1 Contractor must conduct on site test to determine extent of contamination and report to Fleet Manager. Contractor must complete decontamination and remove liquid drugs from hard surfaces and steam clean fabrics and porous surfaces.

2.1.4 The Contractor must conduct a bio-wash with an antimicrobial application and remove all traces of biohazardous waste from the affected area inside and outside of the vehicle. The Contractor must ensure that cleaning products used will not cause damage to the surfaces being cleaned or to the environment in or around the Surrey RCMP work locations.



2.1.5 The Contractor must sanitize and detail the affected area.

2.1.6 The Contractor must safely and legally dispose of all biohazards.

2.1.7 On occasion, the RCMP may request ozone treatment for a vehicle. This will require the Contractor to use an ozone generator to pump ozone into a vehicle to saturate the fabric and other components to remove any smells from the vehicle interior which have not been removed from regular biohazard cleaning.

2.1.8 The Contractor must report when the police vehicle has been thoroughly cleaned, is free of any biohazard and available for immediate use to Surrey Inventory and/or Surrey Fleet Services.

2.1.9 The Contractor must answer all correspondence from the RCMP, and complete any documentation required, if requested.

2.2 Off Site Facility Requirement:

2.2.1 There will be no off-site requirement for the cleaning of police vehicles.

2.3 Health & Safety Requirements

2.3.1 The Contractor must ensure that all cleaning products used are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS). The Contractor must ensure that personnel assigned to Surrey RCMP Detachment & District Offices in Surrey, BC have valid WHMIS training. WHMIS certification must be maintained and kept valid for the duration of the Contract.

2.3.2 The Contractor must provide its employees with the approved protective gear standard and the necessary training to handle suspected fentanyl or analogue type substances in addition to biohazards.

2.3.3 The Contractor must report all accidents involving staff and/or property immediately to the RCMP.

2.3.4 The Contractor must comply with Worksafe BC Regulations, Canada Labour Code and Health Canada Guidelines for equipment, training and cleaning products used in the decontamination process.

2.5 Additional Requirements and Considerations

2.5.1 Operation of Police Vehicles

The movement of a police vehicles will be severely restricted to police parking lots within the City of Surrey. The movement of a police vehicle by the Contractor personnel must be justifiable and kept to an extreme minimum. Should a question surface surrounding the movement of a police vehicle, the Contractor is encouraged to call the Transport Supervisor for direction. At no time shall any police vehicle be driven on a public street. The use of the radio/emergency equipment and any police equipment is strictly prohibited. No photos of the interior/exterior of the police vehicle must be taken.

2.5.2 Drivers License

Contractor's personnel operating police vehicles must have a valid BC class 5 licence. A current driver's abstract will be required for each personnel who attends RCMP facilities and/or parking lots throughout the Contract period. The abstracts must be provided to the Project Authority or designate, prior to commencement of service. In addition, a current driver's abstract for Contractor personnel will be provided at the start of any Contract renewal or when new personnel attend any of the RCMP sites. The



RCMP has the right to refuse the attendance of any Contractor's personnel based on the content of his/her driver's abstract.

2.5.3 Damage to Police Vehicle While in Custody of the Contractor

Should damage occur to a police vehicle while in possession of the Contractor, the Contractor must immediately call the Surrey Transport Supervisor who will contact the Watch Officer. The Contractor will provide the circumstances surrounding the incident. The Watch Officer may choose to send a member of the RCMP to the damage site to gather further information.

2.5.4 Green Initiatives

In keeping with the green initiatives associated to the City of Surrey, the Contractor must ensure that water and electricity conservation is respected during the course of their duties while working on-site.

2.6 Security Requirements

2.6.1 The Contractor must meet departmental security requirements for its personnel as defined by the RCMP Departmental Security Section, Green Timbers, Surrey, B.C.

2.6.2 To identify personnel, the Company name or crest must be affixed to shirt of any Contractor personnel.

2.7 Reporting Requirements

2.7.1 The Contractor must complete a checklist of decontaminated areas in the vehicle that are cleaned. The Contractor must keep a log of decontaminated vehicles (with fleet numbers as reference) to keep track of which vehicles have undergone treatment.

2.8 Required Resources

2.8.1 The Contractor must provide sufficient staff to perform "as and when" requested biohazard cleaning of police vehicles.

2.9 Insurance

2.9.1 The Contractor must provide a copy of their insurance policies to the Surrey RCMP which provides coverage relating to any damage incurred while the police vehicle is within the Contractor's possession, regardless of whether the police vehicle was parked or in motion or where the incident occurred. The Contractor must have General Liability Insurance and Automobile Liability Insurance.

3.0 Deliverable:

3.1 At the completion of the biohazard cleaning of a police vehicle, the Contractor will release the police vehicle with a clean and dry interior that is free of any biohazards and suitable for occupancy by both members of the RCMP and public.

4.0 RCMP Obligations

4.1 Project Authority, or designate must inspect vehicles prior to biohazard cleaning, to ensure that there is no contraband, alcohol, or weapons in them. All assets such as radios, firearms, operational gear/equipment will be removed from vehicles prior to decontamination cleaning.

4.2 Surrey Inventory or Surrey Fleet Services will contact the Contractor and supply the following:

4.2.1 The police vehicle in question and its location

4.2.2 The suspected biohazard

4.2.3 The keys to the police vehicle and provide access to the secure parking lot if necessary



4.2.4 Provide location of water and electricity

4.3 Access to RCMP Premises

4.3.1 Surrey Inventory or Surrey Fleet Services will provide access to the Contractor personnel and coordinate the activity and provide admittance to any secure parking lot. These arrangements will be coordinated through Surrey Inventory or Surrey Fleet Services.

4.4 Exposure to Unknown Substances

4.4.1 Should fentanyl or an analogue be suspected to be present in a police vehicle, a trained member of the RCMP will visually inspect the vehicle and then utilize the IONSCAN 600 to confirm the identity of the substance prior to the police vehicle being cleaned. If an illicit substance is determined, the RCMP will provide in writing the identity of the substance to the Contractor so that appropriate protective gear and cleaning supplies will be utilized. Once the police vehicle has been cleaned, a trained member of the RCMP will utilize the IONSCAN 600 to ensure that the illicit substance has been eliminated.

RCMP will ensure that Naloxone kits are readily available in case of accidental exposure.

5.0 Method and Source of Acceptance

5.1 Unannounced visual inspections will be conducted by the Project Authority or designate to ensure that standards of cleanliness suitable for human use are maintained. All affected areas must be free of biohazard, stain, and smells.

6.0 Contract Enforcement

6.1 The Project Authority or his designate reserves the right to remove any Contractor personnel's privileges at Surrey Detachment and/or District Offices for reasons including, but not limited to: negligence, inappropriate use of property, failure to maintain one's security clearance, failure to maintain a safe driving record, substandard cleaning, a display of unprofessional behavior(s) and/or the inability to respond to a report of a biohazard request within one business day.

6.2 Repeated poor performance as indicated in SOW 6.1 will be considered a default of Contract and will result in verbal or written reports, which will result in a first letter of notification to the Contractor.

6.3 If repeated poor performance or a second letter of notification arises, a termination letter will be sent to the Contractor; all payments will immediately cease and the contract termination would take effect immediately.

6.4 There will be no "action steps" as outlined above for very serious poor performance (for example in the case of inappropriate operation of police vehicle see SOW 2.5.1). The Project Authority, or designate will, in these very serious situations, immediately terminate for default of the Contract.

7.0 Change Management Procedures

7.1 Any changes to the scope of this Statement of Work will be provided to the Contractor in writing via a Contract amendment.

8.0 Location of Work, Work Site and Delivery Point

8.1 The Work must be conducted at any of the following RCMP facilities.

The addresses of the RCMP facilities within the City of Surrey include:

1. Surrey Main Detachment 14355 57 Ave., Surrey, BC
2. Surrey West Main Detachment #103-14245 56 Ave, Surrey, BC
3. Surrey City Centre District One Office 10720 King George Blvd., Surrey, BC



4. Surrey Guildford District Two Office 10395 148th Street, Surrey, BC
5. Surrey Newton District Three Office 7235 137 Street, Surrey, BC
6. Surrey Cloverdale District Four Office 5732 176A Street, Surrey, BC
7. South Surrey District Five Office #100-1815 152 Street, Surrey, BC

9.0 It is anticipated that the majority of the cleaning will be conducted at the Surrey Main Detachment and West Main location.

Language of Work

10.1 The language of work for both the Contractor and staff will be English.

11.0 Travel and Living

11.1 There is no travel or living expenses payable under this Contract.



ANNEX “B” BASIS OF PAYMENT

Prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included

Firm all-inclusive flat rate per vehicle for biohazard cleaning in accordance with the Statement of Work at Annex A.

Firm prices include all overhead, profit, necessary supervision, labor, transportation, tools, equipment, materials, and supplies on an “as and when requested” basis under a Task Authorization (TA) Contract for the RCMP.

Year 1

B1: Basis of Payment Table

Item	Description	Price per Vehicle- Normal Response Time	Price for 2 nd -and any subsequent vehicle cleaned on the same day. Normal Response Time	Price per Vehicle- Emergency Response Time	Price for 2 nd - and any subsequent vehicle cleaned on the same day. Emergency Response Time
		A ₁	B ₁	C ₁	D ₁
1	Biohazard cleaning	E ₁	F ₁	G ₁	H ₁
2	Additional charge to item 1, for on-site testing and treatment of unknown substances, liquid drugs, powder drugs	I ₁	J ₁	K ₁	L ₁
3	Ozone treatment	M ₁	N ₁	O ₁	P ₁



Option Year 1

B2: Basis of Payment Table

Item	Description	Price per vehicle- Normal Response Time	Price for 2nd -and any subsequent vehicle cleaned on the same day. Normal Response Time	Price per vehicle- Emergency Response Time	Price for 2nd - and any subsequent vehicle cleaned on the same day. Emergency Response Time
		A ₂	B ₂	C ₂	D ₂
1	Biohazard cleaning	E ₂	F ₂	G ₂	H ₂
2	Additional charge to item 1, for on-site testing and treatment of unknown substances, liquid drugs, powder drugs	I ₂	J ₂	K ₂	L ₂
3	Ozone treatment	M ₂	N ₂	O ₂	P ₂



Option Year 2

B3: Basis of Payment Table

Item	Description	Price per vehicle- Normal Response Time A ₃	Price for 2 nd -and any subsequent vehicle cleaned on the same day. Normal Response Time B ₃	Price per vehicle- Emergency Response Time C ₃	Price for 2 nd - and any subsequent vehicle cleaned on the same day. Emergency Response Time D ₃
1	Biohazard cleaning	E ₃	F ₃	G ₃	H ₃
2	Additional charge to item 1, for on-site testing and treatment of unknown substances, liquid drugs, powder drugs	I ₃	J ₃	K ₃	L ₃
3	Ozone treatment	M ₃	N ₃	O ₃	P ₃



ANNEX “C” TASK AUTHORIZATION FORM

**AUTHORIZATION OF SERVICES TO BE PERFORMED
ON AN AS-AND-WHEN-REQUESTED BASIS
Part 1 of 2**

Contractor:	Contract No.:
Task Authorization No.:	Cost Center :
Date: yyyy-mm-dd	Police File Number:
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED – Statement of Work	
2.0 PERIOD OF SERVICES	
From:	To:
3.0 SERVICES TO BE PERFORMED FOR:	
3.1 Location (address) to perform the work:	
4.0 AUTHORITIES	
Regional Duty Officer:	Project Authority:

Task Authorization part 2 of 2

**SUPPLEMENTAL REPORT - AUTHORIZATION OF SERVICES TO BE PERFORMED
ON AN AS-AND-WHEN-REQUESTED BASIS**

Task Authorization Number:

Police File Number: _____



5.0 COST						
	Description	Price per vehicle Normal response time	Price for 2 nd & subsequent vehicle cleaned on same day Normal Response time	Price per vehicle-Emergency response time	Price for 2 nd & Subsequent vehicle cleaned on same day. Emergency Response time	Total
1.	Biohazard cleaning	\$	\$	\$	\$	\$
2.	Additional charge to item 1, for on-site testing and treatment of unknown substances, liquid drugs, powder drugs	\$	\$	\$	\$	\$
3.	Ozone Treatment	\$	\$	\$	\$	\$
				ESTIMATED COST		\$
				GST		\$
				GRAND TOTAL		\$
<p>You are requested 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 services listed herein and on any attached sheets at the price set out therefore.</p>						
6.0 SIGNATURES						
Project Authority:			Signature:			Date:
Contracting Authority: Signature Required if TA value exceeds \$10,000			Signature:			Date:
<p>Check Either Option <input type="checkbox"/> I accept this task authorization <input type="checkbox"/> I do not accept this task authorization because : _____ _____</p>						
Name of Contractor authorized to sign (type or print):			Title of Contractor authorized to sign (type or print):			
Contractor 's Signature:					Date:	



ANNEX “D” INSURANCE REQUIREMENT

D1 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 Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. 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.



D2 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - e. OPCF/ SEF/ QEF #3 - Drive Government Automobiles Endorsement



ANNEX E-SECURITY CLEARANCE CHECKLIST

N 2015 1112 5403

Government of Canada / Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP	
2. Branch or Directorate / Direction générale ou Direction	Surrey Detachment - Transport	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant 151 Trauma Scene Ctr 486-7184 120 St Surrey BC V3W0M6	
4. Brief Description of Work / Brève description du travail On Site BIO Cleaning of Police Vehicles		
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux: _____		

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

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

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

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

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

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



Government of Canada / Gouvernement du Canada

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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Gerry Babyak		Fleet Mgr	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
6045997705		gerry.babyak@rcmp-gc.gc.ca	2015-11-23
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Departmental Security Section		OPS NCO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
778 790 2680			DEC 03 2015
15 Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Oui
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

FA02 Security Clearance Required. Contractors entering the Detachment must be escorted at all times.

VEHICLES MUST BE INSPECTED TO ENSURE THERE ARE NO CONTRABAND, ALCOHOL, OR WEAPONS IN THE VEHICLE & TRUNK. ALL ASSETS SUCH AS radios, FIREARMS, OPERATIONAL GEAR/EQUIPMENT MUST BE REMOVED FROM THE VEHICLE PRIOR TO BIO CLEANING.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



ANNEX "F"
PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

CONTRACTOR: _____
CONTRACT NUMBER: _____

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
30 January	01 October	31 December
30 April	01 January	31 March
30 July	01 April	30 June
30 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA Number	Task Description	Value of the Task (GST Included)
(A) Total Dollar Value of Tasks		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

[] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

Prepared by: _____

Signature: _____ **Date:** _____

Send completed report to:
RCMP E Division, Procurement and Contracting Unit
Email: gursharn.dhadwal@rcmp-grc.gc.ca



ANNEX “G”

EVALUATION CRITERIA

Section A: Mandatory Technical Criteria

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

MANDATORY Criteria				
Description	Compliant		Where in your proposal is this information	
	Yes	No		
COMPANY REQUIREMENT				
M1	Bidder's organization has been in business of a minimum of three (3) years. Business Start Date: _____ YYYY/MM/DD (SOW 1.5.1)			
M2	Bidder's organization must have 2 year's experience in the last 5 years providing biohazard vehicle cleaning service. Bidder must indicate when they started their biohazard vehicle cleaning service YYYY/MM/DD The Bidder must demonstrate this experience by providing a minimum of one supporting reference. The reference should include as a minimum: a) Client Organization Name; b) Start Date and End Date – specify month and year (or indicate if work is still in progress); c) A description of the scope of the services provided; and, d) Name and contact information (phone number, e-mail) of an Authorized Representative who will confirm the information supplied by the bidder. (SOW 1.5.2)			
M3	The bidder must describe its approach to cleaning biohazards including bacteria, bodily fluids, insects, drug residue (fentanyl or analogue type substances), needles and unknown substances from both the interior and exterior of vehicles. The bidder must identify all equipment and cleaning products used. Bidder must			



	demonstrate this requirement in a written statement as part of its technical proposal (SOW 1.3.1)			
M4	Bidder must demonstrate that each proposed resource who will be performing the work described in Annex A, Statement of Work has a valid Workplace Hazardous Material Information System (WHMIS) Certificate. Bidder must demonstrate this requirement by providing a copy of each proposed resource's WHMIS Certificate. (SOW 2.3.1)			
M5	Bidder must demonstrate that each proposed resource who will be performing the work described in Annex A, Statement of Work has a valid class 5 driver's license. Bidder must demonstrate this requirement by providing a copy of each proposed resource's driver's license. (SOW 2.5.2)			