



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

Bid Receiving/Réception des sousmissions

Procurement & Contracting Services Branch  
Royal Canadian Mounted Police  
73 Leikin Drive, M10 Mail Screening Facility  
Ottawa, Ontario K1A 0R2  
Attn: Julie Frigon

*All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.*

*Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.*

**REQUEST FOR  
PROPOSAL /  
DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Building Janitorial Services – RCMP National Centre for Forensic Services - Alberta		<b>Date</b> August 26th, 2019
<b>Solicitation No. – N° de l'invitation</b> 202000316		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00 hrs	EDT (Eastern Daylight Savings Time) HAE (heure avance de l'Est)
<b>On / le :</b>	October 7th, 2019	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</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> Royal Canadian Mounted Police National Centre for Forensic Services – Alberta 15707 - 118 Avenue Edmonton, AB T5V 1B7		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Julie Frigon, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 613-843-6596	<b>Facsimile No. – No. de télécopieur</b> 613-825-0082	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

1.1.1 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 6 - Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2. 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.

1.1.3. 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.

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

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **1.3. Debriefings**

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

### **1.4. Recourse Mechanisms**

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

### **1.5. Trade Agreements**

"The requirement is subject to the provisions the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."



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## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred eighty (180) days

### **2.2. Submission of Bids**

Bids must be submitted only to RCMP Mail Screening Facility 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. Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Royal Canadian Mounted Police National Centre for Forensic Services, 15707 - 118 Avenue Edmonton, AB T5V 1B7 on. The site visit will begin September 19<sup>th</sup>, 2019 at 10:00 hrs MDT, at front entrance.

Bidders are requested to communicate with the Contracting Authority no later than September 16<sup>th</sup>, 2019 at 14:00hrs EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



## 2.4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5. Applicable Laws

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

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.

## 2.6 Promotion of Direct Deposit Initiative

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

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

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



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

### **3.1. Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications not included in the technical bid (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Exchange Rate Fluctuation**

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

#### **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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

M1	The Bidder must have a minimum 3 years demonstrated experience, in the past 5 years, providing janitorial services to municipal, provincial, or federal government clients;
M2	The Bidder must have a minimum 5 years demonstrated experience providing janitorial services;
M3	The Bidder must have a minimum of 10 full-time cleaning staff consistently on payroll.

**4.1.2 Financial Evaluation**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

**4.2. Basis of Selection**

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 documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **5.1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided 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 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 Certification**

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.



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

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

### **6.1. Security Requirement**

6.1.1. The attached security requirements (SRCL and related clauses) apply and form part of the Contract.

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

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

### **6.3. Standard Clauses and Conditions**

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

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

#### **6.3.1 General Conditions**

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.4. Term of Contract**

#### **6.4.1 Contract Period**

The period of the Contract is from January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional twelve (12) month periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor thirty (30) 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 formal contract amendment.

### **6.5. Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:



Name: Julie Frigon  
 Title: Procurement Officer  
 Organization: Royal Canadian Mounted Police  
 Address: 73 Leikin Drive, M1-4-901, Mailstop #15, Ottawa, Ontario, K1A 0R2

Telephone: 613-843-6596  
 Facsimile: 613-825-0082  
 E-mail address: Julie.Frigon@rcmp-grc.gc.ca

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

**6.5.2 Project Authority**

The Project Authority for the Contract is: (To be determined at Contract award)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

**6.5.3 Contractor's Representative**

The Contractor's Representative for the Contract is: (To be determined at Contract award)

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone : \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_



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

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

## 6.7. Payment

### 6.7.1 Basis of Payment

The Contractor will be paid firm monthly rates, in arrears, as indicated in Annex B, for the preventive and remedial maintenance services (including parts, labour, travel and living) performed during the Principal Period of Maintenance (PPM), FOB Destination. Customs duties are included and Applicable Taxes are extra.

The Contractor will be paid firm hourly rates, as indicated in Annex B, for maintenance services performed outside of the PPM for items listed in Annex B, FOB Destination. Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 Limitation of Price

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

### 6.7.3 Monthly Payment

*SACC Manual* clause H1008C (2008-05-12) Monthly Payment

## 6.8. Invoicing Instructions

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

- a) Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

## 6.9. Certifications

### 6.9.1 Compliance

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



## 6.10. Applicable Laws

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

## 6.11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (to be entered at contract award)

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution Services

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

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

### 6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

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

## 6.13. Insurance

G1005C (2016-01-28) Insurance – No specific requirement



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## ANNEX "A" – STATEMENT OF WORK JANITORIAL SERVICES

### 1.0 Title

Janitorial services for RCMP National Forensic Laboratory Services.

### 2.0 Objectives

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

### 3.0 Background

The National Forensic Laboratory Services – Edmonton (NFLS-E) is a building with 3 levels of offices and laboratories, a sub-basement and mechanical level. In addition to offices and laboratories, the building contains three men's and three women's washrooms, one men's and one women's change rooms, workout area and delivery bay area. The total building area is 3362 square meters. The total carpeted area is 9500 square feet, the reception area is 470 square feet and vestibule adjacent to reception area is 100 square feet.

### 4.0 Requirement

#### 4.1 Initial Cleaning

The successful bidder is responsible for bringing all included areas of the building to a standard of cleaning acceptable to the RCMP.

#### 4.2 Daily – 5 days per week

- Vacuum or sweep and wet mop all entrance ways, reception area and 1<sup>st</sup> floor corridors
- clean both sides of glass on entrance doors
- sanitize all door handles and push areas on entry way doors and all doors connected to corridors. Spot clean doors and kick plates as required
- sanitize elevator interior and exterior push buttons
- sanitize reception counter and reception area cabinet doors
- sanitize handrails in stairways
- clean reception area to be free of dust, dirt, fingerprints, etc.
- wash and disinfect washrooms to ensure sanitary conditions. Includes toilets (seat-both sides, tank, bowl, flush valve), urinals, sinks, faucets, dispensers, door handles and push areas, hand rails, mirrors and floors
- replenish toilet paper, paper towels and soap in washrooms, change rooms, lunchroom and labs
- clean and sanitize all lunchroom counters, table tops, sinks
- clean and sanitize drinking fountain
- empty all waste receptacles and place in designated garbage bin

#### 4.3 Once per week

- vacuum or sweep and wet mop all office and lab areas (remove floor mats in each area before cleaning)
- vacuum or sweep and wet mop 2<sup>nd</sup> & 3<sup>rd</sup> floor corridors
- vacuum or sweep and wet mop stairways including landings, treads and risers
- sweep and wet mop elevator floor



- vacuum or sweep workout area
- empty all recycle receptacles and place in designated recycle bin.
- empty exterior smoking receptacles located at front and rear of building
- dust all horizontal surfaces, countertops, cabinets, furniture, fixtures, desk partitions, picture frames, window sills, ledges
- clean and polish all interior and exterior ornamental metal
- clean and sanitize counter tops in first aid room, mail supply and photocopy room, file storage room and shared computer spaces (including keyboard, mouse and telephone)
- clean small appliances in lunchroom, including counters underneath (microwaves, toaster, kettle, coffee dispenser)

#### **4.4 Once per month**

- clean and disinfect all waste receptacles
- pour 1-2 pails of water down all floor drains (located in stairwell, change rooms, utility room)
- descale toilet bowls, urinals, ceramic tiles in washroom and change rooms
- clean and sanitize washroom partition walls
- wash all fingerprints, marks and smudges from walls, doors, filing cabinets, partitions
- polish all waxed areas with floor polisher
- dust high ledges, tops of cabinets, lockers, exposed pipes in stairwells
- clean additional sinks (4) located on 1<sup>st</sup> floor

#### **4.5 Every 6 months**

- strip and wax all vinyl and tile floors, removing all floor mats beforehand. Strip old wax and foreign residue from wall edges, doorways and around permanent fixtures. Ensure splashes of wax on the baseboards, walls and doors are removed. The application of wax must be controlled to prevent it from seeping under cabinets or to the floor below.
- wash all carpeted areas, including floor mats, using a water extraction machine.
- sweep and mop all concrete floor areas & storage areas (sub-basement, garage, mechanical rooms, utility rooms, mechanical floor)
- vacuum all desk partitions, chairs, furniture
- wipe down all non-fabric chair surfaces
- clean/polish leather/vinyl/leatherette furniture
- clean and disinfect washroom and change room walls
- clean and sanitize all refrigerators located in lunchroom
- dust and clean interior & exterior of fire hose cabinets
- clean interior and exterior windows (May & October)

#### **4.6 Every 12 Months**

- wash all doors and walls
- vacuum and dust all window coverings
- clean baseboards and keep free of streaks, splashes or wax accumulations
- clean all light fixtures and covers, including fluorescent covers (both sides) and dust bulb areas
- clean all air intake grills, air diffusers and associated metal work
- wash all exterior signs

#### **4.7 As and When Required**

- unclog and clean toilets and drains immediately and notify delegated Authority if plumbing work is required
- keep entrances and hallways clear of waste & recyclables (cardboard, boxes etc.). Boxes are to be broken down until flat and placed in receptacle
- clean floor mats





## **5.0 Hours of Work**

A minimum of 6 hours per day is required for daily cleaning as listed within – this does not include the time required for cleaning done outside of regular hours. Hours of work for the cleaning staff are dependent upon the operating hours of the building (08:00 to 16:30 hours Monday to Friday) and will be determined by the successful bidder and the RCMP delegated Authority. Waxing and carpet cleaning that cannot be accommodated during regular working hours will be scheduled during evenings or weekends with RCMP delegated Authority.

## **6.0 Inspection**

Weekly inspections will be made by the delegated RCMP Authority who will determine if acceptable standards have been met.

In consultation with relevant Section Manager, the RCMP delegated authority will conduct an inspection ensuring satisfactory cleaning of all operational and office areas. Any deficiencies are to be remedied immediately.

## **7.0 Log**

A log book, supplied by the RCMP delegated Authority, must be maintained by the Contractor a daily record of the work carried out must be recorded. The log must be made available for inspection by the RCMP delegated Authority upon request.

## **8.0 Security**

The Contractor must submit to the RCMP delegated Authority, for security clearance purposes, the names, addresses, and birthdates of all individuals who will be performing work. A valid RCMP Reliability Status (ERS) security clearance is required for the Contractor's resources that will be working on RCMP property. Once the clearances have been approved, each individual will be granted a building access pass which is considered identification and therefore must be worn at all times.

All keys entrusted to the Contractor for fulfillment of the Contract must be fully protected at all times and will be controlled by the RCMP.

The Contractor must ensure that all cleaning staff sign in and out of the Visitor Log Book located at Reception upon every arrival and departure of the building.

## **9.0 Materials and Equipment**

The Contractor must provide all cleaning materials, tools and equipment including mops, pails, vacuum cleaner and all cleaner unless otherwise stipulated.

The Contractor must supply and utilize a separate set of cleaning tools, equipment and mops for specific laboratory areas and washrooms, as designated by the RCMP delegated Authority.

The Contractor must provide all consumables required throughout the facility at a medium grade including, but not limited to:

- toilet tissue



- paper hand towels
- hand soaps
- deodorant cakes
- sani-bags
- garbage bags

All waxes and cleaners are to be free of ammonia.

The Contractor must ensure that all products used in the workplace are classified and labeled according to WHMIS.

A binder with copies of the Material Safety Data Sheet (MSDS) product sheets must be kept on the premises and freely available to the Contractor's resources while on the premises. The MSDS product sheets must be promptly updated when new products are purchased. This binder must be made available to the RCMP delegated Authority upon request.

## **10.0 Safety**

The Contractor is responsible for ensuring resources that have been assigned to perform the work at the National Forensic Laboratory Services - Edmonton have a current Workplace Hazardous Materials Information System (WHMIS) certification. WHMIS certification must be maintained and kept valid throughout the duration of the contract.

All safety measures recommended by National and Provincial codes or prescribed by the authorities having jurisdiction, must be observed at all times.

The onsite resources and Contractor's representative must immediately report to the RCMP delegated Authority and record in the Janitorial Services Communication Log provided by the RCMP delegated Authority:

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

## **11.0 Authorities**

The Contractor must be responsible to, and comply with, all directives or decisions of the RCMP.

## **12.0 Standard Practices**

No scientific equipment or materials are to be moved during cleaning without authorization from the RCMP delegated Authority.

Laboratories are cleaned based upon a set schedule (once per week on a set day and time) and require a high standard of cleaning.

Certain laboratories and file storage areas will only be cleaned with supervision of RCMP delegated Authority. These spaces will be identified and procedure discussed with the Contractor upon Contract award.



The Contractor's resource must answer all correspondence from the RCMP, in a timely manner and complete reports required regarding the maintenance of the building if requested.

### **13.0 Contractor's Space, Utility Rooms (Janitor Rooms)**

The Contractor's space within the RCMP building must be kept clean, organized and free of debris at all times. All equipment and materials are to be stored neatly. Utility room doors must be kept closed when not in use. The Contractor must strictly adhere to all fire prevention practices.



## Annex "B" Basis of Payment

The Bidder must provide a firm rate for the “principal periods” and “outside principal periods” for the initial year and all option years.

### A. Initial Contract Period – 1 year (12) months

	Description	Firm <i>Monthly</i> Rate (a)	Quantity (b) (months)	Subtotal (a x b)
1	Principal Period of Janitorial Services – Core Work Hours	\$	12	\$

	Description	Firm <i>Hourly</i> Rate (a)	<i>Estimated</i> Quantity (b) (hours)	Subtotal (a x b)
2	Outside Principal Period of Maintenance – Evenings, Weekend/Stat Holiday	\$	10	\$

		<b>Subtotal 1 + Subtotal 2 [A]</b>		
3	Total Estimated Value (Initial Contract Period)	\$		

### B. Option Period 1 – Twelve (12) months

	Description	Firm <i>Monthly</i> Rate (a)	Quantity (b) (months)	Subtotal (a x b)
1	Principal Period of Janitorial Services – Core Work Hours	\$	12	\$

	Description	Firm <i>Hourly</i> Rate (a)	<i>Estimated</i> Quantity (b) (hours)	Subtotal (a x b)
2	Outside Principal Period of Maintenance – Evenings, Weekend/Stat Holiday	\$	5	\$

		<b>Subtotal 1 + Subtotal 2 [B]</b>		
3	Total Estimated Value (Initial Contract Period)	\$		

### C. Option Period 2 – Twelve (12) months

	Description	Firm <i>Monthly</i> Rate (a)	Quantity (b) (months)	Subtotal (a x b)
1	Principal Period of Janitorial Services – Core Work Hours	\$	12	\$



	Description	Firm Hourly Rate (a)	Estimated Quantity (b) (hours)	Subtotal (a x b)
2	Outside Principal Period of Maintenance – Evenings, Weekend/Stat Holiday	\$	5	\$

		Subtotal 1 + Subtotal 2 [C]		
3	Total Estimated Value (Initial Contract Period)	\$		

**D. Option Period 3 – Twelve (12) months**

	Description	Firm Monthly Rate (a)	Quantity (b) (months)	Subtotal (a x b)
1	Principal Period of Janitorial Services – Core Work Hours	\$	12	\$

	Description	Firm Hourly Rate (a)	Estimated Quantity (b) (hours)	Subtotal (a x b)
2	Outside Principal Period of Maintenance – Evenings, Weekend/Stat Holiday	\$	5	\$

		Subtotal 1 + Subtotal 2 [A]		
3	Total Estimated Value (Initial Contract Period)	\$		

<b>Total Proposed Bid Price ([A ] + [B] + [C] + [D])</b>				\$
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**Disbursements:**

The firm rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent traveling to locations. Accordingly, separate billing of any items related to the routine cost of doing business shall not be permitted under any resulting contract.

**Goods and Services Tax/Harmonized Sales Tax**

All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST of \$\_\_\_\_\_CAD (to be added at contract award) will be included in the total estimated cost on page 1 of the contract. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are



zero-rated, exempt or to which the GST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST paid or due.



**ANNEX "C"**  
**SECURITY REQUIREMENT CHECK LIST**

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat  Security Classification / Classification de sécurité
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>		
K Div		
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction <b>FSAIS, NATIONAL FORENSIC LABORATORY SERVICE</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail We are in the process of procuring a new contract for janitorial services for National Forensic Laboratory Services - Edmonton, 18707 118 Avenue, NW, Edmonton, AB T6V 1B7. The contract is expected to be for the period Jan. 1, 2020 until Dec. 31, 2024 (5 years).		
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 (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 ainsi que les employés auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/> <b>MT</b>	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"/> <b>MT</b>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> <b>MT</b> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / 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 - CONTRACTOR / PARTIE A - SOUS-TRAITANT**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - 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: *RCMP Enhanced Reliability status (ERS) formerly known as RCMP Reliability Status (RRS). MT*  
Commentaires spéciaux: RCMP Enhanced Reliability

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

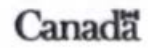
**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

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

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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 RESTRICTION	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP 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).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





## NorthWest RCMP Security Requirements for Contracts and SRCL's

RE: SRCL #2019-1115252 – K Division – FS&IS National Forensic Laboratory Services – We are in the process of procuring janitorial services for National Forensic Laboratory Services – Edmonton – 15707 118 Avenue, NW, Edmonton AB T5V1B7. The contract is expected to be for a period of January 1, 2020 until December 31, 2024 (5 years).

**Security Clearance:** RCMP Enhanced Reliability status (ERS) formerly known as RCMP Reliability Status (RRS). In certain high security zones the janitorial staff may still require an escort.

*\*\*FA2 needs an Escort in Reception & certain Operations Zones. The Escort may need to be an RCMP SME Escort in High Security Zones & certain Security Zones, such as a PTSS Server Room would need a PTSS SME Escort.*

**NWR DSS Intake Diary Date for SRCL (Expiry): 2024-12-31 or "Life of Contract".**

\*NEW\* Expiry Guidelines: SRCL's are valid for 1 year. However, if we know the project / contract will exceed 1 year, inquire if a more appropriate length could be 3 years to a maximum of 5 years. "Life of Contract" to a maximum of 5 years.

### **General Security Requirements**

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. Physical access is restricted to those specific areas of RCMP facilities required to meet the contract's objectives.
2. No Protected or Classified information or other assets will be removed from the RCMP facility without the approval of the Departmental representative or technical authority. If approved the transport and/or transmittal must comply with the security requirements identified in the RCMP's Transport and Transmittal Guide.
3. Restricted items such as cameras, mobile telephones, and audio/visual devices will be surrendered to the main security desk upon arrival at any RCMP facility unless prior written approval has been obtained.
4. Any electronic media (USB drives, hard drives, CDs, etc.) used by the contractor that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures. The electronic media must be kept in a secure area / locked up in quiet hours. Restrict access to those with need-to-know, i.e.: those assigned to the project only.



## NorthWest RCMP Security Requirements for Contracts and SRCL's

5. The information disclosed under this contract will be administered, maintained, and disposed of in accordance with RCMP Security Policies and the Policy on Government Security.
6. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
7. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. I.e.: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring a clearance and personnel requiring clearance renewal.
8. All contractor personnel will be required to obtain and maintain a personnel security clearance commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).

### Personnel Security Requirements

#### **RCMP Facility Access, Level I, II, III & IV**

For contractors who only require access to an RCMP facility and will not have access to protected or classified information, systems, assets and facilities. In this scenario, the RCMP wishes to conduct local law enforcement checks only. For PWGSC procurement purposes, this should be identified in the contractual documents.

*Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.*

When the RCMP requires Facility Access Level 1 or 2; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Copy of Government issued, signature bearing photo Identification (Front and Back)

When the RCMP requires Facility Access Level 3 or 4; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Copy of Government issued, signature bearing photo Identification (Front and Back)
4. Two sets of fingerprints

The RCMP: