



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

**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: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Fire Inspections – Manitoba		Date September 6, 2019
Solicitation No. – N° de l'invitation M5000-19-5015/A - PW-19-00888222		
Client Reference No. - No. De Référence du Client 201905015		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 p.m.	Central Standard Time Heure normale du centre
On / le :	October 16, 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 Rachel Sookoo, Procurement Officer - rachel.sookoo@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 639-625-3291	Facsimile No. – No. de télécopieur 306-780-5232	

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



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [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 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>
<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.5 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: 60 days
Insert: 180 days

2.2 Submission of Bids

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

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Manitoba.

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 the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (two hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copies)

Prices must appear in **Annex "D" – Basis of Payment** 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>). 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. Refer to **4.1.1 Technical Evaluation**

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex D, Basis of Payment.

3.1.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex C – Mandatory Technical Criteria

4.1.2 Financial Evaluation

4.1.2.1 Part A: Fixed Fees for Services

See Annex “D” – Basis of Payment

4.1.2.2 Part B: Single Fixed Hourly Rates for Services

Extra work will be conducted on an as and when requested basis.



When as and when work is requested during the contract period, the Contractor will be paid the hourly rates for services submitted with the bid in Pricing Schedule B. Written authorization must be obtained from the Project Authority prior to conducting any extra work.

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the 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.

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

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "H") has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 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

Is the Bidder a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Bidder must provide the following information:

- 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 Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

5.1.3.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.1.3.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

The Contractor's personnel are required to be security cleared at the level of **Facility Access (FA2) with escort** as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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



6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to for a period of two (2) years inclusive.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rachel Sookoo, Procurement Officer
Royal Canadian Mounted Police
5600 – 11th Avenue
Regina, SK S4P 3J7
Telephone: 639-625-3291
Facsimile: 306-780-5232
E-mail: rachel.sookoo@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 completed at 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 (to be completed at 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

Part A – Fixed Fees for Services:

The Contractor will be paid a fixed fee for services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Part B – Single Fixed Hourly Rates for Services:

The Contractor will be paid Single Fixed Hourly Rates for “as-and-when requested” Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Travel and Living Expenses

All Travel and Living Expenses must be incorporated into the **Part A – Fixed Fee for Services**.

See Annex “D” – Basis of Payment

6.7.2 Limitation of Expenditure

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.

6.7.3 Disbursements

1. The following costs will be included in the fixed fees required to deliver the services and will not be reimbursed separately;
 - a. reproduction and delivery costs of specifications and other Technical Documentation specified in the Statement of Work;
 - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Contractor's main office and branch offices or between the Contractor's offices and other team members offices;
 - c. courier and delivery charges for deliverables specified in the Statement of Work;
 - d. presentation material;
 - e. parking fees;
 - f. taxi charges;
 - g. travel time;
 - h. travel expenses; and
 - i. local project office.



-
2. The following disbursements reasonably incurred by the Contractor, that are related to the Services and approved by the Project Authority, will be reimbursed to the Contractor at actual cost:
 - a. reproduction and delivery costs of specifications and other Technical Documentation additional to that specified in the Statement of Work;
 - b. transportation costs for material samples and models additional to that specified in the Statement of Work;
 - c. project related travel and accommodation additional to that specified in the Statement of Work will be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
 - d. other disbursements made with the prior approval and authorization of the Project Authority.
 3. Disbursements will be Project related and will not include expenses that are related to the normal operation of the Consultant's business.

6.7.4 Monthly Payments

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

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. copy of the completed inspection reports;
 - b. costs broken down by location,
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

Invoices must be broken down by location.

6.9 Certifications and Additional Information

6.9.1 Compliance

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



6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Manitoba.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex D, Basis of Payment;
- (f) Annex E, Fire Inspection Facilities List;
- (g) Annex F, Insurance Requirements;
- (h) the Contractor's bid dated _____. (insert at contract award)

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.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 complainant 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.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



6.13 Insurance – Specific Requirements

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

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

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

6.14 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

6.15 Environmental Considerations

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

Deliverables:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel Requirements/Meetings:

- Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
- Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Contractors are encouraged to use of public/green transit where feasible.

Shipping Requirements:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



ANNEX "A" STATEMENT OF WORK

1. SCOPE

1.1. Introduction

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

1.2. Objectives of the Requirement

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

1.3. Background and Specific Scope of the Requirement

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

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

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

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

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

Links:

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

National Fire Code of Canada 2015 - https://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2015_national_fire_code.html



National Building Code of Canada 2015 - https://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2015_national_building_code.html

2. REQUIREMENTS

2.1. Tasks, Activities, Deliverables and Milestones

2.1.1. Tasks

2.1.1.1. Inspection Schedule

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

2.1.1.2. Fire Inspections

- 2.1.1.2.1. For each and every owned or leased building or facility **excluding** single family dwelling units **unless** they are part of a detachment building, the Contractor will provide a written fire inspection report that will include the following:
 - 2.1.1.2.1.1. Evaluation of the Fire Safety Plan and Fire Emergency Organization (if applicable) for the building to ensure that it meets the requirements of RCMP Policy and has been updated such that it reflects the current conditions and staffing in the building.
 - 2.1.1.2.1.2. Evaluation of the maintenance documentation of building life safety systems (as provided in the building) including:
 - 2.1.1.2.1.2.1. Monthly and annual fire alarm and voice communication systems checks testing and maintenance, including a log of monthly checks and the annual fire alarm testing report. **Reference NFC Articles 6.3.1.2 and 6.3.1.4 as well as CAN/ULC-S536.**
 - 2.1.1.2.1.2.2. Monthly and annual checks and testing of smoke and CO alarms, including a log of monthly checks and the annual testing report. **Reference NFC 6.7.1.1 and CAN/ULCS552.**



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



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



2.1.2. Deliverables

- 2.1.2.1. All fire inspections reports must be completed within the two years of Contract award.
- 2.1.2.2. Fire inspection reports should be submitted within three weeks from the completion of the fire inspection for approval.
- 2.1.2.3. RCMP Project Authority will provide approval for each Fire Inspection Report to the Contractor within 30 working days of receipt of report.

2.2. Specifications and Standards

2.2.1. Alternative solutions (if applicable):

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

2.3. Technical, Operational and Organizational Environment

2.3.1. Work Schedule

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

2.3.2. Extra Work – As and When Requested

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

2.4. Method and Source of Acceptance

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



2.5. Reporting Requirements

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

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

2.6. Project Management Control Procedures

The RCMP Project Authority will:

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

3. ADDITIONAL INFORMATION

3.1. Canada's Obligations

The RCMP will provide:

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

3.2. Contractor's Obligations

The Contractor must:

- Unless otherwise specified, use its own equipment and software for the performance of the work;
- Submit an Inspection schedule within thirty (30) working days after contract award;
- Submit a written fire inspection report for each facility, owned or leased building; and
- Complete all fire inspections within two years of contract award.

3.3. Location of Work, Work site and Delivery Point

Refer to Annex E.



3.4. Language of Work

All work to be performed, and all deliverables provided to be in English only.

3.5. Travel and Living

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

4. PROJECT SCHEDULE

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

4.1.1. Inspection Schedule

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

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

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

4.1.2. Fire Inspections

4.1.2.1. Refer to Section 2.1.1.2 and Annex E.

5. REQUIRED RESOURCES OR TYPES OF ROLES TO BE PERFORMED

5.1. Fire Inspectors

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

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

5.1.1.2. have a minimum of five years experience conducting fire inspections – residential, commercial, high rise, to the NFC or provincial fire code (NFC takes precedence);

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

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



6.2. Relevant Terms, Acronyms and Glossaries

RCMP – Royal Canadian Mounted Police

NFC – National Fire Code

NBC – National Building Code

NFPA – National Fire Protection Association

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

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

Fire Emergency Organization (FEO), as part of the overall building emergency organization, means a formal organization established to coordinate the preparation and implementation of the Fire Safety Plan (FSP), and to perform specified duties in the event of a fire emergency.

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

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

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

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

d. **Impeded Egress Zone** means a supervised area in which occupants have free movement but require the release, by security personnel, of security doors at the boundary before they are able to leave the area, but does not include a contained use area. **Examples of buildings with Contained Use Areas and Impede Egress Zones:** Police Buildings with Holding Cells, Police Buildings with lockable Secure Interview Rooms.



ANNEX "B"
SECURITY REQUIREMENTS CHECK LIST

SRCL # 2018-11132457



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)

DDiv

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP		2. Branch or Directorate / Direction générale ou Direction		D Div CMB	
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							
Blanket SRCL required to perform fire code inspections in various buildings throughout D Division.							
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 / Oui	<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 / Oui	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)						<input type="checkbox"/> No / Oui	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.						<input type="checkbox"/> No / Oui	<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 / Oui	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès							
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion							
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>			
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:			
7. c) Level of information / Niveau d'information							
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>					
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>					
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>					
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>					
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>					
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>					
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>					
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>					
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>					

TBB/SC 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / **Gouvernement du Canada**

Contract Number / Numéro du contrat
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / 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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel: No / Non Yes / Oui
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 / CÔTE 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 checked="" type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS			

Special comments: FAO - ESCORTE
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?
Ou personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
 No / Non Yes / Oui
 No / Non Yes / Oui

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

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

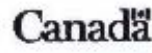
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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/9CT 350-103(2004/12)

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

PART C - (continued) / PART E 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				COMBEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	SECRET TOP SECRET / SECRET TRÈS SECRET	PROTECTED / PROTÉGÉ	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Infos Plans / plans Production																	
IT Media / Support TI																	
IT Link / Lien Electronique																	

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).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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ANNEX "C" MANDATORY TECHNICAL CRITERIA

Mandatory Employee Experience and Past Performance

The table on the following page **MUST** be included with the bidder's proposal at the time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

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

To carry out the work on this requirement, the contractor must provide qualified resource(s):

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

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

M3: To carry out the work on this requirement, fire inspectors employed by the Contractor must be in possession of a valid Safety Codes Officer certification with the discipline of Fire Group B2 (Inspector) or equivalent.

* Recent is defined as within the last 8 years.

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

The qualified resource(s) will be required:

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

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

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

In addition, for each resource(s) proposed, provide a copy of their valid licensing documentation as per Section 4.1.1.1. A copy of the license(s) should be submitted with the bid, but may be submitted prior to contract award. If any of the required licenses are not submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the information within the time frame specified will render the bid non-responsive.

Fill out the table on the next page for each resource(s) proposed.



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

Name of Resource(s): _____

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



**ANNEX "D"
BASIS OF PAYMENT**

Instructions to Bidder:

1. Complete Basis of Payment and submit in a separate sealed envelope as per the Bid Preparation Instructions of the RFP with the Bidder's name, Solicitation Number, and "Basis of Payment and Declaration Form" or "Financial Bid" typed on the outside.
2. Basis of Payment and Declaration Forms are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Bidders are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Bidders must provide an hourly rate for each listed position. In the event that the firm consists of fewer resource(s) than listed, provide an hourly rate that corresponds with each position listed.
5. The Bidder will provide a single fixed hourly rate for each category of resource(s) for the duration of any resulting Contract.
6. The single fixed hourly rate identified for each category of resource(s) will be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.

Part A – Fixed Fees for Services:

Bidders must submit a firm all-inclusive price, including all necessary travel and living expenses as detailed in Annex A, Statement of Work.

Service:	Fixed Fee (CAD):
Provide report on each facility listed in Annex E as per Annex A, Statement of Work *cost per location will be requested upon award of Contract.	\$ _____
Total for Part A:	= \$ _____



Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

Category of Resource(s)	Firm Hourly Rate (a)	Estimated # of hours (b)	Extended Price (a x b)
Partners of Principals	\$ _____	10	\$ _____
Senior Resource	\$ _____	10	\$ _____
Administrative Resource	\$ _____	10	\$ _____
Total for Part B:			\$ _____

TOTAL ASSESSED PROPOSAL PRICE:		Sum of Bidder's Pricing:
1	Part A – Fixed Fees for Services:	\$ _____
2	Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)	\$ _____
Total Assessed Proposal Price		\$ _____

Signature of Contractor or Joint Venture Contractors:

The Contractor agrees to provide all services requested in the RFP. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture



ANNEX "E"
FIRE INSPECTION FACILITIES LIST

(attached as a separate document)
(addresses to be provided at contract award)



ANNEX "F" INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-owned Automobile Liability – Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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



ANNEX “G” to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



ANNEX "H" to PART 5

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: (Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: (Corporate Name of Bidder or Tenderer [hereinafter "Bidder"]) that:

- 1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
(a) has been requested to submit a bid in response to this call for bids;
(b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
(a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
(b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



-
- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



**ANNEX "I"
CHECKLIST FOR BID SUBMISSION**

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

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

Bid Receiving
RCMP / GRC
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

Ensure the following documentation is completed in full and attached:

- Front Page of Request for Proposal document – signed & dated
- Annex "C" Mandatory Technical Criteria, including copy(ies) of valid licensing documentation
- Annex "D" Basis of Payment

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

- Front Page of Amendment document(s) (if applicable) – signed & dated
- Insurance – Proof of Availability Prior to Contract Award – Insurance Letter or copy of current Insurance Certificate
- 5.1.3.1 Former Public Servant
- Annex "G" Federal Contractors Program for Employment Equity – Certification
- Annex "H" Certificate of Independent Bid Determination

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