



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

Bid Receiving/Réception des sousmissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes individuelle régionale
(OCIR)

Proposal to: Royal Canadian Mounted Police

Canada, as represented by the Royal Canadian
Mounted Police, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Proposition aux : Gendarmerie royale du Canada

Le Canada, représenté par la Gendarmerie
royale du Canada, autorise par la présente,
une offre a commandes au nom des
utilisateurs identifiés énumérés ci-après.

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

| | | |
|---|--|--|
| Title – Sujet: Asphalt Services, Regina, SK | | Date : 21 April 2020 |
| Solicitation No. – N° de l'invitation M9424-20-3333/A – PW-20-00912950 | | |
| Client Reference No. - No. De Référence du Client 202003000 | | |
| Solicitation Closes – L'invitation prend fin | | |
| At /à : | 2 :00 pm | CST (Central Standard Time) HNC (Heure Normale du Centre) |
| On / le : | 07 May 2020 | |
| 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 Teresa Hengen teresa.hengen@rcmp-grc.gc.ca | | |
| Telephone No. – No. de téléphone 639-625-3449 | 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 |



REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

CLAUSES REFERRED TO BY NUMBER (I.E. R2890D) CAN BE FOUND AT THE FOLLOWING WEB SITE

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> (to proceed with a search select "Search SACC" and insert clause reference number in ID box)

All references to the Department of Public Works & Government Services Canada (PWGSC) in the instructions, general terms, conditions and clauses identified in the Request for Standing Offer (RFSO) by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) and are to be replaced with the Royal Canadian Mounted Police (RCMP).

BUY AND SELL

Buyandsell.gc.ca/tenders is the Government of Canada's Electronic Tendering Service Provider.

Buyandsell.gc.ca/tenders does not advise potential bidders of changes to any of the projects. It is the responsibility of potential bidders to ensure that they are frequenting the site, ensuring that they are in receipt of all amendments for projects.



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GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
 - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.



GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by
 - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

GI03 (2015-02-25) Identity or legal capacity of the Offeror

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 (2015-02-25) Applicable Taxes

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 (2017-04-27) Capital development and redevelopment charges

For the purposes of GC1.8, of R2810D "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.



GI06 (2015-02-25) Listing of Subcontractors and Suppliers

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 (2014-03-01) Submission of offer

1. The Offer and Acceptance Form, Appendix 2-Price Proposal Form and Appendix 3-Technical Offer, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
 - a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
 - a. Solicitation Number;
 - b. Name of Offeror;
 - c. Return address; and
 - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.
5. Copies of first page of bid solicitation amendment(s) to be submitted with bid or within five (5) days upon request from the Contracting Authority, duly signed/initialed, verifying proof of receipt.

GI08 (2010-01-11) Revision of offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI09, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;



- b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI09 Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the
- a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI09, other than subparagraph 2)(a) of GI09, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2015-02-25) Offer costs

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 (2015-02-25) Procurement Business Number

Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).



G112 (2013-04-25) Compliance with applicable laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of G112, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G112 shall result in disqualification of the offer.

G113 (2015-02-25) Approval of alternative materials

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Authority at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

G114 (2010-01-11) Performance evaluation

Subsection G114 Performance Evaluation of R2410T (2016-04-04) is amended as follows:

Delete: in its entirety

Insert: G114 intentionally left blank.

G115 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

G116 (2016-04-04) Code of Conduct for Procurement—offer

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.



SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. RCMP is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is RCMP's intention to authorize up to one (1) Standing Offer, for a period of one (1) year. The total dollar value of all Standing Offers is estimated to be \$787,500.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$500,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; RCMP will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
 - a. Request for Standing Offer - Page 1;
 - b. General Instructions to Offeror's- Construction Services
 - c. Special Instructions to Offerors;
 - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
 - e. Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 by fax or e-mail address teresa.hengen@rcmp-grc.gc.ca. Except for the approval of alternative materials as described in GI13 enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in SOP05. Failure to comply with this requirement may result in the offer being declared non-compliant.

SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.



SI05 RCMP OBLIGATION

A RFSO does not commit RCMP to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. RCMP reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI06 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of 60 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI07 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI07 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

SI07 SECURITY CLEARANCE

This document contains a mandatory security requirement for the performance of the subsequent contract (refer to clause SC01 of the Supplementary Conditions included herein).

- 1) The Successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful offeror's non-compliance with the mandatory security requirement.
- 2) For any enquiries concerning the project security requirement, during the bidding period, the Bidder must follow the instructions as detailed in SI03 "Enquiries during the Solicitation Period".

SI08 EVALUATION PROCEDURES OR BASIS OF SELECTION

Evaluation Procedures

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



Technical Evaluation

Mandatory Technical Criteria

Offers not meeting the following Mandatory Requirement at the time of closing will be deemed non-complaint and receive no further consideration.

- a) The Offeror must have in their employ, or in the employ of a subcontractor, at least one supervisor with a minimum of 5 years' experience in the removal, repair and installation of laying asphalt. Employee(s) names must be identified in Appendix 3 and submitted with the offer.

Financial Evaluation

Refer to Unit Price Schedule at Appendix 2 – Price Proposal Form. **A price must be entered for each item.**

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

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

Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

SI09 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)
http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf

Trade agreements
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>



SI10 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



SI11 APPRENTICE PROCUREMENT INITIATIVE

Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.

The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.

SI12 Proactive Disclosure of Contracts with Former Public Servants

Standing Offers 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 Standing Offers awarded to FPSs, Offerors must provide additional information regarding a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension. A separate form requesting this information will be sent to the Offeror prior to Issuance of a Standing Offer.

SI13 Recourse Mechanisms

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



CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the “call up” contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Price Proposal Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

| | | |
|--|--------|---------------|
| GC1 General Provisions – Construction Services | R2810D | (2017-11-28); |
| GC2 Administration of the Contract | R2820D | (2016-01-28); |
| GC3 Execution and Control of the Work | R2830D | (2019-11-28); |
| GC4 Protective Measures | R2840D | (2008-05-12); |
| GC5 Terms of Payment | R2850D | (2019-11-28); |
| GC6 Delays and Changes in the Work | R2860D | (2019-05-30); |
| GC7 Default, Suspension or Termination of Contract | R2870D | (2018-06-21); |
| GC8 Dispute Resolution | R2880D | (2016-01-28); |
| Allowable Costs for Contract Changes under GC6.4.1 | R2950D | (2015-02-25); |
| Supplementary Conditions | | |
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

Contract Security must be provided for any Call-ups that exceed \$100,000.00 including GST/HST as per:

GC9 Contract Security R2890D (2018-06-21)

**Insurance must be provided for any Call-ups that exceed \$100,000.00 including GST/HST as per:
GC10 Insurance R2900D (2008-05-12)**

Subsection GC1.22 of R2810D (2017-11-28), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.22 Intentionally left blank.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.



STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for one (1) year commencing from the start date identified on the Standing Offer.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$500,000.00 (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Project Authority in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.
3. Any proposed changes to the scope of work are to be discussed with the Project Authority but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.



SOP05 STANDING OFFER RESPONSIBLES

The Standing Offer Contracting Authority is:

Teresa Hengen
Senior Contracting Officer
Royal Canadian Mounted Police
Corporate Management Branch
5600 – 11th Avenue
Regina, SK S4P 3J7

Telephone: 639-625-3449
Facsimile: 306-780-5232
E-mail address: teresa.hengen@rcmp-grc.gc.ca

The Standing Offer Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Project Authority is:

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

The Project Authority represents the Department or Organization for which the works are executed within a call-up. The Project Authority is responsible for all technical related questions regarding call-ups.

The selected Offeror for the standing offer is : (to be completed upon award)

Name : _____
Contact : _____
Address : _____
Telephone : ____ - ____ - _____
e-mail : _____

SOP06 Procurement Ombudsman

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.

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.



SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

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

1. All persons working on site must hold a **Facility Access with Escort Security (FA02)** Clearance, this includes persons working to correct deficiencies or do warranty work, issued by RCMP Departmental Security. Refer to Annex D.
2. Ensure security identification tags are picked up each morning and dropped off each night at Fort Dufferin during the performance of all work on RCMP grounds, if required. Government issued photo identification must be provided when picking up security identification tags.

SC02 MANDATORY HEALTH AND SAFETY

For work in Saskatchewan

1. EMPLOYER/PRIME CONTRACTOR

- 1.1. The Contractor shall, for the purposes of the Occupational Health and Safety Act and Regulations, and for the duration of the Work of the Contract:
 - 1.1.1. act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2. assume the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3.. agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Project Manager's order * to:
 - 1.1.3.1. assume, as the Principal Contractor, the responsibility for the Canada's other Contractor(s); or
 - 1.1.3.2. accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order definition": after contract award, Contractor is ordered by a Change Order

2. WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

- 2.1. The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:
 - 2.1.1. a Workers Compensation Board Premium Rate Statement;
 - 2.1.2. a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
 - 2.1.3. a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP.



- 2.2 The recommended Tenderer shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise/disqualification from the project, at which time the Contracting Authority will be free to approach the next lowest responsive/another Tenderer.

3. PERMITS, NOTIFICATIONS AND SAFETY PLAN

- 3.1 The Contractor shall provide to the Project Manager:
- 3.1.1. prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Project Manager; and
 - 3.1.2. prior to commencement of work and without limiting the terms of General Instructions to Bidders GI14 and GC4 - Protective Measures GC 4.2
 - 3.1.2.1. copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and
 - 3.1.2.2. a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Project Manager.

WORKERS' COMPENSATION

It is mandatory that every contractor contracted for work must have an account with the Provincial Worker's Compensation Board/Commission, and coverage shall be extended to cover all employees.

SC03 INSURANCE TERMS - **applies to Call-ups that exceed \$100,000.00 including GST/HST**

- 1) Insurance Contracts
- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
 - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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.
- 2) Period of Insurance
- (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
 - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
 - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.



4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.



OFFER AND ACCEPTANCE FORM (OA)

OA01 IDENTIFICATION

This Regional Individual Standing Offer (RISO) is for the supply of all necessary labour, equipment, material, supervision and transportation necessary for asphalt roadway and driveway installation, removal and repair for the Royal Canadian Mounted Police Training Academy - Depot Division, in Regina, Saskatchewan. Services are to be provided on an "as requested" basis.

OA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

OA03 THE OFFER

The Offeror offers to Her Majesty the Queen in right of Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **OFFER AMOUNT INDICATED IN APPENDIX 2**.

OA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of sixty (60) days following the date of solicitation closing.

OA05 SIGNATURE

Name and title of person authorized to sign on behalf of Offeror (Type or print)

Signature

Date



APPENDIX 1 - STATEMENT OF WORK

Description: This Regional Individual Standing Offer (RISO) is for the supply of all necessary labour, equipment, material, supervision and transportation necessary for asphalt roadway and driveway installation, removal and repair for the Royal Canadian Mounted Police Training Academy - Depot Division, in Regina, Saskatchewan. Services are to be provided on an “as requested” basis.

1. General Requirements

- 1.1. Work of all trades must be completed by trained professionals. The Offeror must have in their employ at least one supervisor with a minimum of 5 years' experience in the removal, repair and installation of laying asphalt.
- 1.2. The Offeror will comply with all applicable bylaws, rules, regulations and codes of Local, Provincial, Federal Authorities and manufacturer's specifications. The Offeror will pay for all licenses and fees associated with the work.
- 1.3. Where not otherwise stated or specified, the work must conform to at least the minimum standards of the National Building Code and Municipal and Local building codes.
- 1.4. Protect the property during the course of the work. The Offeror will be required to make good, at no extra cost, any damages caused but the Offeror during the performance of this standing offer and restoring any damage to the site to its original condition, to the satisfaction of the Project Authority.
- 1.5. The Offeror must provide proof of disposal of hazardous material from an approved disposal facility. All clearance documentation and certification must be submitted, upon request, at no additional cost.
- 1.6. The Offeror must provide clearance documentation and certification of all equipment, upon request, at no additional cost.
- 1.7. The Offeror must provide a site specific Health and Safety Plan which is acceptable to the Project Authority, unless this requirement is waived.
- 1.8. The Offeror must ensure all person(s) working on site conduct themselves in a professional manner.

2. Temporary Facilities

- 2.1. The Offeror will be responsible for providing their own storage facilities and portable washrooms.
- 2.2. Parking of vehicles and equipment must be arranged and agreed upon with the Project Authority.

3. Interpretation of Specifications

- 3.1. The Offeror will, before providing a quote or commencement of work, bring to the attention of the Project Authority any omission of an item which is obviously intended to be required for a complete job. Failure to do so will not relieve the Offeror of the responsibility of completing the work in accordance with the standard of the contract as though it has been properly incorporated in the documents.

4. Materials

- 4.1. All materials that are not required for reuse will become the property of the Offeror and are to be removed from the site.
- 4.2. All materials used will be new unless otherwise specified and in accordance with the specifications.



5. Scheduling of Work

5.1. All work is to be scheduled with the Project Authority or their designate (contact information will be provided in each Call-up) and is to be completed during normal working hours from 07:30 to 16:30 hrs. Monday to Friday, unless otherwise requested.

5.2 Commence the work as soon as possible after approval from the Project Authority and completion date of the work is to be adhered to with the exception of unforeseen circumstances. If delays do occur the Project Authority must be contacted immediately for a revised completion date to be set.

5.3 Reasonable completion of work date to be provided as part of quote and adhered to with the exception unforeseen circumstances.

5.4 The contractor will not be permitted to work during the following times due to activities and training on the grounds:

5.4.1 July 1st to September 4th from 12:40 PM to 1:20 PM – Work must stop if within barricaded area of parade square ceremony.

5.4.2 Access to the driving tracks will be restricted. Scheduling will need to be done closer to when the work will be completed, allow for the possibility of weekend work. The RCMP will provide track training schedule when necessary.

5.4.3 Sunset Ceremony Parade: At the end of the work day (on Tuesdays only), equipment will not be permitted to be stored within the parade square and surrounding area (RCMP will provide temporary location to store equipment).

6. Response to Service Requests

6.1. The Offeror will respond to a request for call-up within seven (7) working days.

7. Repairs and Replacements

7.1. Do all repair work necessary in order that good quality results are obtained. All repair work carried out will match existing surfaces, unless otherwise noted.

8. Hazardous Materials

8.1. The Offeror must provide proof of disposal of contaminated materials from an approved disposal facility, upon request of the Project Authority, at no additional cost.

9. Clean Up

9.1. Upon completion of the work, leave the area clean and tidy, with all equipment in its original location.

10. Workers Compensation

10.1 A Workers Compensation Clearance Letter must be submitted quarterly to the Project Authority or submitted with each invoice.

11. Safety Measures

11.1 Observe construction safety measures of National Building Code (latest version), Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.



11.2 Comply with current confined space and H2S (hydrogen sulfide) codes and regulations.

11.3 Comply with all Occupational Health & Safety codes

11.4 Comply with all safe working practice codes and regulations.

11.5 Comply with all Fall Protection regulations

11.6 Comply with requirements of Workplace Hazardous Materials Information System (WHIMS) regarding use, handling, storage, and disposal of hazardous materials; with labeling and provision of material safety data sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

11.7 Deliver copies of WHIMS data sheets to the Project Authority, if requested.

12. Specifications

12.1 All asphalt work to be done as per City of Regina specifications and the standards outlined below.

<http://www.regina.ca/residents/roads-traffic/road-bylaws-manuals-report/standard-construction-specifications/>

12.2 The RCMP is responsible for all line locates on lines owned by the RCMP only. For lines owned by the City of Regina, the Offeror is responsible to contact SaskFirst to have appropriate line locates done before commencing work. Buried facilities follow uniform colour code as recognized by the CSA.

12.3 The Offeror, to the best of their ability, must allow for proper traffic flow, use proper signage and/or barricades, allow a safe area for cadets/pedestrians to walk, and allow unrestricted emergency access without disrupting any existing traffic.

12.4 Roadways

All roadway geometrics to conform to Transportation Association of Canada (TAC) Standards.

In addition to TAC Standards, the RCMP Local Road standard will apply as follows:

- Driving lane width 3.7 m. (centerline to shoulder).
- Shoulder on roadways without curbs 1.0 m.
- Standard curbs used on roadways to be set back 0.6 m from edge of driving lane shoulder; for curb and gutter curb style, set back 0.3 from edge of driving lane shoulder.
- Design speed: 50 kph; posted speed 40 kph.
- Normal cross slope on roadways: 2%
- Superelevation on curves where required: 4%. Campus roads with low volume do not require superelevation where speeds are posted at 40 kph.
- Roadway curves on main local roads to accommodate turning radius of bus (WB-20, 12.2 m long bus).
- Minimum longitudinal grade: 0.6%. Lesser grades may be permitted where connecting to existing curbs (min. 0.4%)

12.5 Pavement Structures

All pavement designs are subject to geotechnical reports and recommendations from qualified personnel if requested by the Project Authority.

- Heavy Duty Structure (minimum) to City of Regina Residential Standard for Local Roads: 100 mm asphalt (in 2 lifts), 170 mm base gravel, 350 mm sub-base gravel, on non-woven geotextile, on compacted sub-grade.



- Light Duty Structure (minimum) required to parking lots and internal circulation roads: 60 mm asphalt (1 lift), 150 mm base gravel, 200 sub-base gravel, on non-woven geotextile, on compacted sub-grade.

12.6 Parking Lots

Geometrics and Drainage (minimum City of Regina Parking Area Standards (refer to link at 12.1 above) or as follows and directed by RCMP)

- Width of driving lane in parking lots: 8.0 m (parking both sides, 90 degree parking, two-way traffic); 5.5 m (parking both sides, 60 degree parking, one-way traffic)
- Standard parking stall module: 90 degree parking: 2.75 m wide by 5.5 m long; 60 degree parking 2.75 m. wide by 6.7 m long.
- Standard parking stall module dimensions applied where wheel stops or curbs are used. Allow 1.0 m. gravel or asphalt protection for car front overhang to opposing car stall.
- Handicap parking stall module: 4.0 m width by 5.5 m. length.
- For parking lots with no through roads, end stalls to be 4.0 m wide with back out slipways.
- Minimum curve radius for parking lot stall transition to drive lane: 1.5 m.
- Minimum slope on parking lot surface: 1% (desirable 1.5% effective). Sheet drainage preferable.
- Concrete swales (200 mm depth by 500 mm. wide) to be used at critical locations to ensure control drainage pathway and minimize ponding. Drainage (subject to City of Regina storm water management)
- Subject to environmental review Campus storm water retention ponds program in effect. Outlet controls to City of Regina system required.
- Maximum ponding depth of water in parking lots to be 0.45 m.
- Catch basin (CB) storm water collection systems in effect. Open channel drainage systems permitted in certain cases.
- Catch basin leads to be minimum 250 mm diameter PVC due to flat gradients and potential siltation.
- Minimum depth of cover for CB leads to be 2.0 m for frost protection.
- Minimum depth of cover for storm water mains to be 2.75 m.
- CB precast manholes as per City of Regina standards. (CB diameter: 900 mm, CB manhole 1050 mm.)



APPENDIX 2 - PRICE PROPOSAL FORM

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Project Authority, but such payments shall not exceed the amount(s) as specified in the Call Up for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

Rates quoted must remain firm for the period of the Standing Offer. GST/HST is not included and is to be shown as a separate item on all invoices.

Laid down Cost is defined as the cost incurred by a vendor to acquire a specified product for the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage, but excludes GST/HST taxes.

Mark-up is defined as the difference between the vendor's laid -down cost for a product to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.

Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in this Offer. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses.

Net Cost is defined as all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror.

Actual cost is defined as all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

Payment by Her Majesty for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.

The cost of Contract Security (performance bond and a labour and material payment bond) for Call-ups exceeding \$100,000.00 shall be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses.

The cost of Insurance for Call-ups exceeding \$100,000.00 shall be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses.

The cost of subcontract work, including equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses.

The prices requested in the Offer are for:

- i. **unit price for regular hours;**
- ii. **unit price for outside of regular hours; and**
- iii. **unit price for Weekend and Statutory Holidays**

The rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- i. labour including supervision, allowances and liability insurance;
- ii. travel time;
- iii. transportation/vehicle expenses;
- iv. tools and tackle;
- v. overhead and profit;
- vi. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.



It is considered that regular hours of work fall between 0730 and 1630 hours, Monday to Friday.

All rates are to be provided in Canadian Dollars, FOB destination, GST/HST extra.
A price must be entered for each item.

Unit Price Schedule – Rates

**Appendix 2 - Period of Standing Offer - from date of award for one year.
Refer to Unit Price Schedule (attached as a separate document)**



**APPENDIX 3 – TECHNICAL OFFER
Asphalt Paving Services Experience**

Failure to meet any of the following specifications will render your proposal non-compliant and will be given no further consideration.

The Offeror must have in their employ, or in the employ of a subcontractor, at least one supervisor with a minimum of 5 years' experience in the removal, repair and installation of laying asphalt.

Indicate name(s) of person(s) with a minimum of (5) years of experience.
A list of years of experience must be provided prior to Standing Offer issuance.



APPENDIX 4 - STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

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

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY: Royal Canadian Mounted Police

REPORTING PERIOD: _____

Table with 3 columns: Item No., Call Up Description, Total value of each Call Up (GST not included). The table contains 10 empty rows.

NIL REPORT: We have not done any business with the RCMP for this period []

PREPARED BY:

NAME: _____ TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____



ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)

(Attached to the end of this document for informational purposes only)



**APPENDIX 5 – RCMP CERTIFICATE OF INSURANCE /
ATTESTATION D'ASSURANCE – GRC**
(To be completed by the Insurer – À être complété par
l'Assureur)



CERTIFICATE OF INSURANCE

| | |
|----------------------------------|--------------|
| Description and Location of Work | Contract No. |
| | Project No. |

| | | | | |
|----------------------------------|-----------------------|------|----------|-------------|
| Name of Insurer, Broker or Agent | Address (No., Street) | City | Province | Postal Code |
|----------------------------------|-----------------------|------|----------|-------------|

| | | | | |
|------------------------------|-----------------------|------|----------|-------------|
| Name of Insured (Contractor) | Address (No., Street) | City | Province | Postal Code |
|------------------------------|-----------------------|------|----------|-------------|

Additional Insured
Her Majesty the Queen in Right of Canada as represented by the Royal Canadian Mounted Police (RCMP)

| Type of Insurance (Required when Checked) | Insurer Name and Policy Number | Inception Date D / M / Y | Expiry Date D / M / Y | Limits of Liability | | |
|--|-----------------------------------|-----------------------------|--------------------------|---------------------|--|--------------------------------|
| | | | | Per Occurrence | Annual General Aggregate | Completed Operations Aggregate |
| <input type="checkbox"/> Commercial General Liability | | | | \$ | \$ | \$ |
| <input type="checkbox"/> Umbrella/Excess Liability | | | | \$ | \$ | \$ |
| <input type="checkbox"/> Builder's Risk / Installation Floater | | | | \$ | | |
| <input type="checkbox"/> Pollution Liability | | | | \$ | <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence | Aggregate \$ |
| <input type="checkbox"/> Marine Liability | | | | \$ | | |
| <input type="checkbox"/> Aviation Liability | | | | \$ | <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence | Aggregate \$ |
| <input type="checkbox"/> | | | | \$ | | |

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone Number

Signature

Date D / M / Y



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| <p>General</p> <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Royal Canadian Mounted Police (RCMP).</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p> | <p>Commercial General Liability</p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> (a) Blasting. (b) Pile driving and caisson work. (c) Underpinning. (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor. <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> (a) \$5,000,000 Each Occurrence Limit; (b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and (c) \$5,000,000 Products/Completed Operations Aggregate Limit. <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p> | <p>Builder's Risk / Installation Floater</p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2).</p> |
| <p>Contractors Pollution Liability</p> <p>The policy must have a limit usual for a contract of this nature, but not less than \$1,000,000 per incident or occurrence and in the aggregate.</p> | <p>Marine Liability</p> <p>The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the <i>Marine Liability Act</i>, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p> | <p>Aviation Liability</p> <p>The insurance coverage shall Include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.</p> |