

Royal Canadian Gendarmerie royale Mounted Police du Canada

RETURN BIDS TO: RETOURNER LES SOUMISSIONS A :

RCMP "E" DIV. BID RECEIVING FRONT DESK

14200 Green Timbers Way Surrey, BC V3T 6P3 Solicitation: M2989-0-0147

By Mail: RCMP "E" DIV. BID RECEIVING FRONT DESK Mail Stop # 1004

14200 Green Timbers Way Surrey, BC V3T 6P3 Solicitation: M2989-0-0147

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

Title – Sujet Lockers-RCMP Merritt Detachment			Date 2020-09-22				
Solicitation No. – № de l'invitation M2989-0-0147							
	Client Reference No No. De Référence du Client 202101417						
Solicitatio	n Closes – L'in	vitation pro	end fin				
At /à :	2 :00 PM		PDT(Pacific Daylight Time) HAP (heure avancée du Pacifique)				
On / le :	October 20, 2020						
			n — Voir		Duty – Droits See herein — Voir aux présentes		
services	Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes						
	Instructions See herein — Voir aux présentes						
	nquiries to – coute demande	de renseig	Inements	à			
Telephone No. – No. de téléphone			Facsimile No. – No. de télécopieur				
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 té	éléphone	Facsim	ile N	o. – No. de télécopieur		
Name and	title of person		te elen	on h	ehalf of Vendor/Firm		

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

Canadä



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Requirement

The Work to be performed is detailed under Article 6.2 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 <u>Recourse</u> <u>Mechanisms</u> 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 <u>Office of the Procurement</u> <u>Ombudsman (OPO)</u>.

https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bidchallenge-and-recourse-mechanisms

http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html

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 <u>Standard Acquisition Clauses and Conditions Manual</u> (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 <u>2003</u> (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.



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

Delete: 60 days Insert: 90 days

2.2 Submission of Bids

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

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 8 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 **Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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



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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders submit their bids in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copies)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process <u>Policy on Green</u> <u>Procurement</u> (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
- use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive



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

Any proposal that fails to meet the following Mandatory Criteria outlined at Annex "A" – Statement of Requirement will be deemed non-compliant and will not be given further consideration.

Νο	Mandatory Criteria	Compliant? Yes or No	Reference Where in Bidder's proposal
M1	The bidder must provide a drawing with dimensions and specifications to demonstrate they meet the requirement listed in Annex –"A"- Statement of Requirement		
M2	Bidder must identify the make/model for the lock that it will use for the pistol box and provide proof that it meets the UL437 rating (SOR 1.11.1)		
М3	Bidder must identify the material type of the lockers and pistol box (SOR 1.1 , 1.8 & 1.10.2)		
M4	Bidders must provide a compliance statement that they will provide lockers that will meet ALL of the mandatory technical specifications listed in Annex "A" Statement of Requirement 1.1 to 1.11.1 Bidders are requested to include in their bid any available product literature and data sheets for their proposed lockers.		



4.1.2 Financial Evaluation

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

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

Total Bid Evaluation Price =Total of Table 1 = \$ _____

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to the <u>Ineligibility and Suspension Policy</u> (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 <u>Forms for the Integrity Regime</u> 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 <u>Employment and Social</u> <u>Development Canada (ESDC) – Labour's</u> 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.

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 There is no security requirement applicable to the Contract.

6.2 Statement of Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A"

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard</u> <u>Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standardacquisition-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

<u>2010A</u> (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before eight (8) weeks from contract award date.

6.4.2 Delivery Points

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



6.4.3 SACC Clause (2007-11-30) Delivery and Unloading

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gursharn Dhadwal Title: Senior Procurement Officer Royal Canadian Mounted Police Directorate: Procurement & Contracting Unit Address: 14200 Green Timbers Way, Surrey, BC, V3T 6P3

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

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

6.5.2 **Project Authority** (To be specified at contract award)

The Project Authority for the Contract is:

Name:	
Title:	
Organization: _	
Address:	
Telephone:	

Facsimile: ____ ___ ____ E-mail address:

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

6.5.3 Contractor's Representative (To be specified at contract award)

The Project Authority for the Contract is:

Name:	
Title:	
Organization: _	
Address:	
Telephone :	
E-mail address	



6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

6.6.2 Limitation of Price

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

6.6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

6.7 Invoicing Instructions

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. Invoices must be distributed as follows:

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

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

6.8 Certifications and Additional Information

6.8.1 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 Applicable Laws

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

6.10 **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 2010A (2020-05-28), General Conditions Goods (Medium Complexity;
- (c) Annex A, Statement of Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated _____

6.11. Procurement Ombudsman

6.11.1 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 <u>boa.opo@boa-opo.gc.ca</u>, or by web at <u>www.opo-boa.gc.ca</u>.

6.11.2 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 <u>www.opo-boa.gc.ca</u>.

6.12 Insurance -No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.13 SACC Clause B7500C (2006-06-16) Excess Goods

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or



Royal Canadian Gendarmerie royale Mounted Police du Canada

representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.



ANNEX "A" STATEMENT OF REQUIREMENT

Scope:

The Royal Canadian Mounted Police (RCMP) requires a Contractor to supply, deliver and unload thirtyfour (34) individual, single door, custom metal lockers to be delivered to Merritt, British Columbia.

1.0 Requirement:

Each locker must meet the following minimum requirements:

1.1 Metal lockers must be made of minimum 17 gauge pre-painted steel with grey finish

1.2 Lockers must be in a fully welded frame so that assembly is not required

1.3Lockers must be provided with bolt holes to allow the lockers to be secured to one another and to the wall.

1.3.1 The bolt holes must be provided on the sides, back, top and bottom of the lockers

1.3.2 Contractor must provide enough hardware with each locker to simultaneously mount it by the bottom, back and one side of the locker

- 1.4 Lockers must have four (4) feet with levelling capability to ensure consistency along row
- 1.5 Single main locker door must include a recessed handle box and pull, ventilation slots centered in the middle of the door
- 1.5.1 Locker door must be capable of being secured by a padlock
- 1.6 Locker Dimensions:
- 1.6.1 Height: must be minimum of 72" to 76" maximum
- 1.6.2 Width: must be a minimum of 15" to 18" maximum
- 1.6.3 Depth: must be a minimum of 24" to 25" maximum
- 1.7 Each locker must contain a vented roll out boot drawer under the body of the locker
- 1.7.1 The drawer must have the same width as the locker
- 1.7.2 The depth of the drawer must be 8" to 10" longer than the depth of the locker
- 1.7.3 Lock is not required for the boot drawer.
- 1.8 A solid seat made of wood or metal must be attached on top of the 8-10" portion of the boot drawer that extends beyond the depth of the main locker
- 1.8.1 The seat must support a weight range of 100 to 300 lbs.
- 1.9 Each locker must contain a fixed "hat" shelf at least 8-10" from the top of the locker with built-in hanger bar for coats or jackets 15-18" across and 2-hooks that sit under the fixed shelf
- 1.10 Each locker must come equipped with an inner lockable pistol box.
- 1.10.1 The pistol box must be affixed with the lower main body of the locker.
- 1.10.2 The pistol box must be made of the same material as the locker
- 1.10.3 The pistol box must have its own locking capability apart from the main door, through a lockable, built-in key component.



1.10.4 The pistol box must be large enough to store a standard sized service pistol which measures 6" inches long and 7.5" inches wide.

1.11 The Contractor must supply two sets of keys for the inner pistol box.

1.11.1 The locks for the pistol box must be Underwriters Laboratory Standard UL 437 listed high security cam locks that have stainless steel and/or hardened inserts throughout the cylinder.

2.0 RCMP Responsibility

2.1 RCMP is responsible for the installation of the lockers. No installation service is required from Contractor.

2.2 RCMP will supply their own padlocks for the main locker doors.

3.0 Delivery Point:

The Contractor must deliver the lockers to: Merritt RCMP Detachment 2999 Voght Street Merritt, BC, V1K 1G9

There is no loading dock on site. Delivery is required to the ground floor entrance of the building.



ANNEX "B"BASIS OF PAYMENT

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

TABLE 1-PURCHASE REQUIREMENT

DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE IN CDN \$	PRICE CALCULATION (C x D)CDN \$
Α	В	с	D	E
Locker meeting the requirement in Annex A-Statement of Requirement	EACH	34	\$	\$
TOTAL OF TABLE 1, CDN Dollars:				