



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

**Bid Receiving - PWGSC / Réception des
soumissions – TPSGC**

**11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III**

Gatineau

Core 0B2 / Noyau 0B2

K1A0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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: Travaux Publics et Services
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet RCMP Musical Ride Hauling Services Services de transport pour GRC carrousel	
Solicitation No. - N° de l'invitation M7594-211329/A	Date 2020-11-27
Client Reference No. - N° de référence du client M7594-211329	
GETS Reference No. - N° de référence de SEAG PW-\$\$LS-102-79373	
File No. - N° de dossier Is102.M7594-211329	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-12-22 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jiang, Kevin	Buyer Id - Id de l'acheteur Is102
Telephone No. - N° de téléphone (343) 550-1630 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Charter and Transportation Services Division/Division de
services d'affrètement et transport

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Gatineau

Quebec

K1A0S5

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Bids must be submitted by epost Connect.

For detail please refer to section 2.2, Submission of Bids.

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

- 1) Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 2) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 3) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Requirement

The Royal Canadian Mounted Police (RCMP) Musical Ride requires delivery of professional hauling services consisting of four (4) double axle air suspension tractor/power units with one (1) drome box, including drivers with extensive livestock hauling experience, to haul RCMP Musical Ride horses and equipment in four (4) trailers owned or leased by the RCMP. The RCMP requires ground transportation to specified areas for engagements in Canada and the United States as required.

1.3 Comprehensive Land Claims Agreement(s)

The delivery of the services may include areas subject to Comprehensive Land Claim Agreements (CLCAs). In such cases, Comprehensive Land Claim Agreements (CLCAs) will apply.

1.4 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.

1.5 Canadian Content

The requirement is limited to Canadian services.

1.6 epost Connect Service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (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 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 calendar days.

2.2 Submission of Bids

Bids must be submitted by epost Connect only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time indicated in the bid solicitation.

Note: For bidders to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.2.1 Transmission by epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: tpsgc.dgareceptiondessomissions-abbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05 of the [2003](#) (2020-05-28) Standard Instructions

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Section III: Certifications (1 copy)

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

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 Attachment 2 to Part 3 - pricing schedule. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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**ATTACHMENT 1 TO PART 3
TECHNICAL BID**

See attached PDF Form - Attachment 1 to Part 3 - Technical Bid.pdf

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**ATTACHMENT 2 TO PART 3
PRICING SCHEDULE**

See attached Excel™ Workbook - Attachment 2 to Part 3 - pricing schedule.xls

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**ATTACHMENT 3 to PART 3
CERTIFICATIONS**

See attached PDF Form - Attachment 3 to Part 3 - certifications.pdf

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 3

4.1.2 Financial Evaluation

- 4.1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 2 to Part 3 are provided for bid evaluated price determination only. They are not to be considered as a contract guarantee.
- 4.1.2.2 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 2 to Part 3.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Compliant Evaluated Price

To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation
- b) Meet all mandatory evaluation criteria.

Bids not meeting a) or b) will be declared non-responsive.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

5.1 Certifications Precedent to Contract Award

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

Bidders must complete their Certifications by using the PDF form in Attachment 3 to Part 3 – Certifications.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether 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.

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

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the following directives:

- 1) Contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
- 2) Subcontracts are NOT to be awarded without review and prior written permission from the RCMP Contract Authority, who is responsible for contacting and liaising with the RCMP Departmental Security Section.
- 3) The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
- 4) Before entering an operational area of an RCMP building/facility, contractors must turn in all electronic devices, e.g. cell phones, cameras, PDAs to the reception/security desk until the person leaves. EXCEPTION: A contractor with a valid RCMP Enhanced Reliability Status.
- 5) Contractors are forbidden from taking photographs on RCMP property. If photographs must be taken, written permission must first be received from the detachment/unit commander and relayed to the property security authority (e.g. commissionaires) on site.
- 6) A building access card is required for admittance to, or movement within an RCMP building/facility. The building access card must be worn and visible at all times.
- 7) No sensitive (Protected / Classified) hard copy information or assets shall be removed from the RCMP building/facility.
- 8) No sensitive (Protected / Classified) electronic information or assets shall be removed from RCMP networks or property.
- 9) No sensitive (Protected / Classified) information shall be electronically transmitted to or processed at the contractor's site.
- 10) Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives
- 11) Certain areas, based on the sensitivity of the information being processed/stored or the work being done, will require a technical and/or client escort.

- 12) The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
- 13) If the nature or scope of the work changes, the contractor must promptly notify the RCMP Contract Authority, who will contact and liaise with Departmental Security Section, to review and determine appropriate security mitigations.

6.2 Statement of Work

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

6.3 Task Authorization Methodology

6.3.1 Task Authorization

6.3.1.1 Work described at Annex A, Statement of Work will be performed under the Contract on an “as and when requested basis”.

6.3.1.2 With respect to the Work mentioned under paragraph 6.3.1 of this clause,

- a) An obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
- b) The TA Authority and limit will be determined in accordance with paragraph 6.3.2 of this clause;
- c) The Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
- d) The task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
- e) The TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

6.3.2 TA Authority and Limit

6.3.2.1 The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$1,000,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

6.3.2.2 The authority specified under paragraph 6.3.2.1 of this clause is granted subject to the sum specified in the Contract under clause 6.7.3, Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

6.3.3 TA Process

6.3.3.1 For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D Task Authorization Form PWGSC-TPSGC 572, containing as a minimum:

- a) the task or revised task description of the Work required, including:
 - i) the details of the activities or revised activities to be performed;
 - ii) a description of the deliverables or revised deliverables to be submitted; and
 - iii) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- b) the Contract basis (bases) of payment applicable to the task or revised task; and
- c) the Contract method(s) of payment applicable to the task or revised task and the associated schedule of milestones.

6.3.3.2 Within seven (7) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract:
 - i) the name of the proposed resource; and
 - ii) the resume of the proposed resource.

6.3.4 TA Authorization

The TA Authority will authorize the TA based on:

- a) the request submitted to the Contractor pursuant to paragraph 6.3.3.1 above;
- b) the Contractor's response received, submitted pursuant to paragraph 6.3.3.2 above; and
- c) the agreed total estimated cost for performing the task or, as applicable, revised task.

6.3.4.1 The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 6.3.3.2 c) above.

6.3.4.2 The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

6.3.5 Minimum Work Guarantee - All the Work - Authorized TAs

6.3.5.1 "Maximum Contract Value" means the sum specified in Contract clause 6.7.3, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and "Minimum Contract Value" means 3% of the Maximum Contract Value.

6.3.5.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.3.5.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

6.3.5.3 In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

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

6.3.6 Periodic Usage Reports - Contracts with TAs

6.3.6.1 The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

6.3.6.2 No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 6.3.6.3 and 6.3.6.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

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

6.3.6.3 For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- a) the TA number appearing on the TA form;
- b) the date the task was authorized appearing on the TA form;
- c) the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- d) the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - i) the TA revision number;
 - ii) the date the revision to the task was authorized;
 - iii) the authorized increase or decrease (Applicable Taxes extra);
 - iv) the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- e) the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- f) the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- g) the total amount of Applicable Taxes invoiced;
- h) the total amount paid, Applicable Taxes included;
- i) the start and completion date of the task (as last revised, as applicable); and
- j) the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

6.3.6.4 For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- a) the sum (Applicable Taxes extra) specified in clause 6.7.3 Limitation of Expenditure - Cumulative Total of all Authorized TAs of the Contract (as last amended);
- b) the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;

- c) the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- d) the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- e) the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

6.4 Standard Clauses and Conditions

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

6.4.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from April 1, 2021 to March 31, 2022 inclusive.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 30 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 60 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

6.5.4 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kevin Jiang
Title: Supply Specialist
Charter and Transportation Services Division (LS)
Traffic Management Directorate
Public Services and Procurement Canada
Telephone: 343-550-1630
Facsimile: 613-943-7970
E-mail address: Kevin.jiang@tpsgc-pwgsc.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.

6.6.2 Project Authority

(The Project Authority will be identified at Contract award)

The Project Authority named above 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.

6.6.3 Contractor's Representative

(The Contractor's representative will be identified at Contract award)

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____
Cell Phone: _____
Fax: _____
E-mail: _____

6.7 Payment

6.7.1 Basis of Payment

6.7.2 TA subject to a Limitation of Expenditures

6.7.2.1 When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

6.7.2.2 Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

6.7.2.3 No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

6.7.3 Limitation of Expenditure - Cumulative Total of all Authorized TAs

6.7.3.1 Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ _____ (*amount inserted at contract award*). Customs duties are included and the Applicable Taxes are extra.

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

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

- (a) when it is 75 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.7.3, TA subject to a Limitation of Expenditure),

whichever comes first.

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

6.7.4 Method of Payment - Authorized TA

The following method of payment will form part of the authorized TA:

a) **Monthly Payment**

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

- i) 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;
- ii) all such documents have been verified by Canada;
- iii) the Work performed has been accepted by Canada.

6.8 Invoicing Instructions

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

6.8.2 Invoices must be distributed as follows:

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

6.9 Certifications

6.9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*inserted at contract award*) Canada.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28) General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Task Authorization Form PWGSC-TPSGC 572;
- (g) Annex E, Security Requirements Check List; and
- (h) the Contractor's bid dated _____ (*inserted at time of contract award*).

6.12 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 SACC Manual Clauses

C6000C (2017-08-17), Limitation of Price
A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
C0305C (2014-06-26), Cost Submission
A9033T (2012-07-16), Financial Capability
A3060C (2008-05-12), Canadian Content Certification
A3025C (2020-05-04), Proactive Disclosure of Contracts with Former Public Servants

ANNEX A

STATEMENT OF WORK

RCMP MUSICAL RIDE HORSES - PROFESSIONAL HAULING SERVICES

1. Background

The Royal Canadian Mounted Police (RCMP) Musical Ride came from a desire by early members of the North-West Mounted Police to display their riding ability and entertain both themselves and the local community. The Musical Ride, consisting of twenty riders, was on public display for the first time in 1901. Over the years, the popularity of the Ride has grown and it has become a familiar sight throughout most of the world.

The RCMP Musical Ride today tours throughout Canada, as well as international venues, performing at approximately forty to fifty locations a year between the months of May and October. Thirty-six riders, thirty-six horses, a farrier, an audio technician, three NCOs and the Officer in Charge travel with the Musical Ride.

The hauling services would be required for a period of approximately 4 and a half months (125 days) but not consecutively on a daily basis from May to October of each year of the contract. The hauling services would be required at the most on every second day (63 days maximum) of tour since there are performance days in between locations of travel. When the team is gone for several weeks at a time, there is usually a scheduled day off per week for the employees to rest.

The hauling services are used for 3 or 4 days on each week of tour to get the team from one venue to another. The performance days held by the Musical Ride rarely require the hauling services so they can also be consider as a day off for the drivers, unless they are designated as a truck and show.

2. Scope

The Royal Canadian Mounted Police (RCMP) Musical Ride requires delivery of professional hauling services consisting of four (4) double axle air suspension tractor/power units with one (1) drome box, including drivers with extensive livestock hauling experience, to haul RCMP Musical Ride horses and equipment in four (4) trailers owned or leased by the RCMP. The RCMP requires ground transportation to specified areas for engagements in Canada and the United States as required.

The RCMP will supply four (4) owned or rented trailers of which measures approximately 53' in length and 102" in width. Each trailer has an estimated gross trailer weight of 49,000 lbs. with a weight of 19,000 lbs. transferred to the fifth wheel at rest.

3. Tractor/Power Unit Requirement / Specifications

The contractor is to provide four (4) double axle air suspension tractor/power units. Each of the four (4) tractor/power units must:

- NOT be older than ten (10) years from the year in which the contract is awarded;
- NOT have any recap tires on the steering axle;
- comply with size and weight regulations for commercial vehicles in all provinces and territories of Canada and the states of the United States of America when in combination with the trailers;
- be equipped with air ride suspension, citizens' band radio, sleeper berth, and passenger side air ride seat;
- be equipped with an engine retarding device;
- Meet truck ability standard J688 at full G.C.W.R. to enable the truck tractor/trailer to traverse mountainous terrain and fair grounds under muddy conditions;

- be capable of a minimum cruising speed of 90-100 km/h (55-60 mph) at 90% governed engine R.P.M. with a minimum of 50% gradability and a minimum gradability of 30% at peak torque and in first gear using Society of Automobile Engineers (S.A.E.) standards
- be capable of hauling a custom-built 15-horse single drop frame tandem axle trailer.
- be capable of traversing mountainous terrain, such as in British Columbia or in the western United States.

The tractor/power units are preferably all white to be neutral and best match the RCMP trailers, but could be the RCMP corporate colours white, blue, red or yellow, but all must be the same colour for uniformity.

One (1) of the four (4) tractor/power units must be equipped with a tractor "drome" box with a minimum capacity of 300 cubic feet.

4. Driver Requirements

a) Regular Drivers

The contractor is to provide four (4) qualified drivers as-and-when-required with extensive* livestock hauling experience to haul RCMP horses and equipment in trailers owned or leased by the RCMP. One driver must be appointed as manager.

b) Additional Drivers (as-and-when-required) for long hauls and replacements

The contractor is to provide additional qualified drivers as and when required, with extensive* livestock hauling experience.

* Extensive livestock hauling experience" denotes at least five (5) years livestock hauling experience with a tractor trailer unit.

5. Contractor Responsibilities

The Contractor will be responsible for the following:

- (a) providing properly licensed drivers throughout the duration of the Contract with experience in transportation of livestock. The drivers must carry a valid driver's license to operate vehicles outlined and a valid passport.
- (b) providing additional properly licensed drivers throughout the duration of the Contract at extra cost, as required by the Project Authority when essentially "nonstop" travel is required over extended periods. Additional drivers must also carry a valid driver's license to operate vehicles outlined and a valid passport.
- (c) providing a suitable replacement for power units and drivers at the request of the Project Authority within eight (8) hours anywhere in Canada and/or the United States.
- (d) providing copies of all invoices of actual costs related to extra travel costs related to required additional drivers to the Project Authority.
- (e) ensuring all necessary documents for all required drivers have been obtained for entry into the United States.
- (f) managing all equipment and personnel;
- (g) providing ad hoc written and/or verbal status reports to the Project Authority as and when requested;

- (h) to provide all maintenance and repair services required on all four (4) tractor/power units and to ensure that all four (4) tractor/power units are fully fueled, serviceable, and mechanically safe; have adequate heat and/or air conditioning and meet applicable local vehicle safety inspection requirements. All maintenance and repair is to be performed off-site. The driver's daily safety and maintenance checks may be performed when the units are stationed at its departure site.
- (i) monitoring the mechanical and safety conditions of each of the RCMP-supplied owned or rented trailers;
- (j) informing the Project Authority of potential and existing shortcomings while on tour;
- (k) replacing tractor/power units within eight (8) hours in the event of an emergency.
- (l) providing Services in English, French or bilingually.

6. Mutual Responsibilities

- a) The Project Authority and the Contracting Authority will have the right to inspect the Contractor's equipment at any time during the contract period.
- b) The Project Authority will have the right to reject the Contractor's equipment:
 - (i) when it is deemed by the Project Authority to be mechanically unfit pursuant to the regulations of the provinces or states in which the vehicles are being operated;
 - (ii) when the Contractor cannot legally perform the required hauling services in accordance with length and axle weight restrictions in each province of Canada or U.S. state;
 - (iii) when the appearance or conditions are such that it is considered to be detrimental to the public image which is being conveyed through the RCMP Musical Ride Tours.
- c) The Project Authority will determine whether the driver's appearance and conduct is acceptable and advise the Contractor of any concerns. Casual professional dress or neutral colour uniform is acceptable.
- d) Drivers and/or equipment rejected by the Project Authority must be replaced by the Contractor in accordance with the equipment specifications and personnel qualifications outlined in the sections entitled "Tractor/Power Unit Requirement / Specifications" and "Driver Requirements" respectively.
- e) The Contractor and the Contractor's drivers/managers agree to follow the direction established by the Project Authority. Such direction will not contravene any provincial or state laws or regulations and generally relate to the following areas considered fundamental to the successful completion of the Tour:
 - (i) Times of travel;
 - (ii) Method of travel (single/convoy);
 - (iii) Speed of travel;
 - (iv) Fuel stops and rest stops, as required;
 - (v) Vehicle inspection;
 - (vi) Stops as required for horse care and upkeep including feeding (hay) and watering of the horses, while in transit. This does not include supplemental feed or medication. The Contractor will not be responsible for providing the hay;
 - (vii) Maintain cleanliness to the exterior of all trailers;

-
- (viii) Maintain cleanliness to the interior of the horse trailers, including washing out when deemed necessary by the Driver Manager/Sergeant. This does not include mucking out.
 - f) On long hauls there will be one (1) RCMP member riding with the drivers.
 - g) On short hauls there will be four (4) RCMP members travelling with the drivers, one (1) per tractor unit.

7. RCMP Responsibilities

- a) The Project Authority shall give written notice to the Contractor at its principal place of business, under normal circumstances no later than April 15 in any calendar year containing a complete list of engagements and detailed movements required during that Tour Year. The Project Authority may, however, amend this notice, by giving 15 days' written notice to the Contractor, at its principal place of business, of substitutions, deletions or additions to the list of engagements and detailed movements for the Tour Year.
- b) Written notice of Extra Tour Services involving engagement(s) not considered part of the Tour Year shall be given by the Project Authority to the Contractor at its principal place of business at least 15 days prior to the actual commencement of such services.
- c) In the event of a National Emergency or Pandemic, the Project Authority, at the direction of the RCMP, may cancel the Tour Year in whole or in part at any given time.
- d) The RCMP will be responsible for highway, bridge and ferry toll costs.

8. Itinerary

When an itinerary is pronounced, the itinerary may still be subject to change. An estimated level of effort has been included in Contract Annex B - Basis of Payment. This however, is only a tentative estimation and is subject to change at any time. Hauls to other locations in Canada or the United States of America may or may not be added to this level of effort. The Contractor will not be compensated for downtime periods.

9. Definitions

- a) "Project Authority" denotes the Officer in Charge of the Musical Ride for the RCMP (refer to contract article 6.6.2).
- b) "Tour Year" denotes a period that is approximately but not restricted to 125 days in length and a maximum combined trailer distance of 150,000 kilometers (approximately 37,500 km per trailer) in any calendar year, commencing on the date on which the Project Authority requires ground transportation of the horses, attendants and equipment of the RCMP Musical Ride departing **from Ottawa** (May 19, 2021) and concluding on the date in any calendar year on which the Musical Ride is returned to Ottawa following its fiscal engagement (October 15, 2021).
- c) "Downtime" denotes an interim period that will be specified in the RCMP Musical Ride Tour Schedules (when available) when the power units and drivers will not be required.
- d) "Extra Tour Services" denotes the hauling of trailers containing horses, attendants and equipment of the RCMP Musical Ride, owned or supplied by the RCMP, for engagements not designated as part of the Tour Year.
- e) "Long Haul" denotes when the Contractor is required to have two (2) drivers per tractor unit.

- f) "Short Haul" denotes when the Contractor is required to have one (1) driver per tractor unit.
- g) "Extensive livestock hauling experience" denotes at least five (5) years livestock hauling experience with a tractor trailer unit.
- h) Drome box – means a separate storage container behind the sleeper intended to carry horse feed. The unit must be waterproof and the floor must be free of contaminants (grease, oil, chemicals). The approximate weight of the "drome box", at full capacity is 2500 lbs. The door should be the maximum size for the size of the "drome box".

ANNEX B

BASIS OF PAYMENT

A – Initial Period (from April 1, 2021 to March 31, 2022)

During the initial period, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

A1. Firm All-Inclusive Per Diem Rate

The firm all-inclusive per diem rates are in Canadian dollars. Customs duties are included and Applicable Taxes are extra. The firm all-inclusive per diem rates exclude travel and accommodation as well as fuel.

Service Item	Estimated Level of Effort (in days)	Firm All Inclusive Per Diem Rate
Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers	1	CAD \$
Regular Driver + Tractor/Power unit (truck on the move)	30	CAD \$
Regular Driver + Tractor/Power unit (truck not on the move)	15	CAD \$
Additional Driver Only (truck on the move)	8	CAD \$

A2. Travel and Accommodation

The Contractor will be reimbursed its authorized travel and accommodation (maximum two double rooms) expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All travel and accommodations must have the prior authorization of the Project Authority. All payments are subject to government audit.

Cost of Contractor personnel's meals will not be reimbursed.

Estimated Cost per year: \$ _____ (to be inserted at contract award).

A3. Fuel

The Contractor will be reimbursed its authorized fuel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All fuel expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost per year: \$ _____ (to be inserted at contract award).

A4. Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers

The Contractor will be authorized to complete a full pre-tour inspection of the RCMP-supplied owned or rented trailers one day prior to the commencement of the annual RCMP Musical Ride tour to ensure they are mechanically sound and safe.

B – The First Option Period (From April 1, 2022 to March 31, 2023)

During the first option period, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

B1. Firm All-Inclusive Per Diem Rate

The firm all-inclusive per diem rates are in Canadian dollars. Customs duties are included and Applicable Taxes are extra. The firm all-inclusive per diem rates exclude travel and accommodation as well as fuel.

Service Item	Estimated Level of Effort (in days)	Firm All Inclusive Per Diem Rate
Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers	1	CAD \$
Regular Driver + Tractor/Power unit (truck on the move)	63	CAD \$
Regular Driver + Tractor/Power unit (truck not on the move)	62	CAD \$
Additional Driver Only (truck on the move)	8	CAD \$

B2. Travel and Accommodation

The Contractor will be reimbursed its authorized travel and accommodation (maximum two double rooms) expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All travel and accommodations must have the prior authorization of the Project Authority. All payments are subject to government audit.

Cost of Contractor personnel's meals will not be reimbursed.

Estimated Cost per year: \$_____ (to be inserted when the first option period is exercised).

B3. Fuel

The Contractor will be reimbursed its authorized fuel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All fuel expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost per year: \$_____ (to be inserted when the first option period is exercised).

B4. Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers

The Contractor will be authorized to complete a full pre-tour inspection of the RCMP-supplied owned or rented trailers one day prior to the commencement of the annual RCMP Musical Ride tour to ensure they are mechanically sound and safe.

C – The Second Option Period (From April 1, 2023 to March 31, 2024)

During the second option period, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

C1. Firm All-Inclusive Per Diem Rate

The firm all-inclusive per diem rates are in Canadian dollars. Customs duties are included and Applicable Taxes are extra. The firm all-inclusive per diem rates exclude travel and accommodation as well as fuel.

Service Item	Estimated Level of Effort (in days)	Firm All Inclusive Per Diem Rate
Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers	1	CAD \$
Regular Driver + Tractor/Power unit (truck on the move)	63	CAD \$
Regular Driver + Tractor/Power unit (truck not on the move)	62	CAD \$
Additional Driver Only (truck on the move)	8	CAD \$

C2. Travel and Accommodation

The Contractor will be reimbursed its authorized travel and accommodation (maximum two double rooms) expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All travel and accommodations must have the prior authorization of the Project Authority. All payments are subject to government audit.

Cost of Contractor personnel's meals will not be reimbursed.

Estimated Cost per year: \$ _____ (to be inserted when the second option period is exercised).

C3. Fuel

The Contractor will be reimbursed its authorized fuel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All fuel expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost per year: \$ _____ (to be inserted when the second option period is exercised).

C4. Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers

The Contractor will be authorized to complete a full pre-tour inspection of the RCMP-supplied owned or rented trailers one day prior to the commencement of the annual RCMP Musical Ride tour to ensure they are mechanically sound and safe.

D – The Third Option Period (From April 1, 2024 to March 31, 2025)

During the third option period, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

D1. Firm All-Inclusive Per Diem Rate

The firm all-inclusive per diem rates are in Canadian dollars. Customs duties are included and Applicable Taxes are extra. The firm all-inclusive per diem rates exclude travel and accommodation as well as fuel.

Service Item	Estimated Level of Effort (in days)	Firm All Inclusive Per Diem Rate
Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers	1	CAD \$
Regular Driver + Tractor/Power unit (truck on the move)	63	CAD \$
Regular Driver + Tractor/Power unit (truck not on the move)	62	CAD \$
Additional Driver Only (truck on the move)	8	CAD \$

D2. Travel and Accommodation

The Contractor will be reimbursed its authorized travel and accommodation (maximum two double rooms) expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All travel and accommodations must have the prior authorization of the Project Authority. All payments are subject to government audit.

Cost of Contractor personnel's meals will not be reimbursed.

Estimated Cost per year: \$ _____ (to be inserted when the third option period is exercised).

D3. Fuel

The Contractor will be reimbursed its authorized fuel expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

All fuel expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost per year: \$ _____ (to be inserted when the third option period is exercised).

D4. Pre-Tour Inspection of the RCMP-Supplied Owned or Rented Trailers

Solicitation No. - N° de l'invitation
M7594-211329/A
Client Ref. No. - N° de réf. du client
M7594-211329

Amd. No. - N° de la modif.
File No. - N° du dossier
Is102 M7594-211329

Buyer ID - Id de l'acheteur
Is102
CCC No./N° CCC - FMS No./N° VME

The Contractor will be authorized to complete a full pre-tour inspection of the RCMP-supplied owned or rented trailers one day prior to the commencement of the annual RCMP Musical Ride tour to ensure they are mechanically sound and safe.

ANNEX C

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

1.2 The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to

pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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

2. Automobile Liability Insurance

2.1 The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000. per accident or occurrence.

2.2 The policy must include the following:

- (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- (b) Accident Benefits - all jurisdictional statutes
- (c) Uninsured Motorist Protection
- (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

3. All Risk In Transit Insurance

3.1 The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than *(Contracting Authority must insert approximate dollar value of goods per shipment)* \$_____ per shipment. Government Property must be insured on _____ basis. *(Contracting Authority must insert one of the following basis of evaluation)* "Replacement Cost (new)"; "Actual Cost Value (depreciated cost) or "Agreed Value (appraisal".)

3.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

3.3 The All Risk Property in Transit insurance must include the following:

(a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of any policy cancellation.

(b) Loss Payee: Canada as its interest appears or as it may direct.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by _____ (*Insert department or agency*) and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Solicitation No. - N° de l'invitation
M7594-211329/A
Client Ref. No. - N° de réf. du client
M7594-211329

Amd. No. - N° de la modif.
File No. - N° du dossier
Is102 M7594-211329

Buyer ID - Id de l'acheteur
Is102
CCC No./N° CCC - FMS No./N° VME

ANNEX D

TASK AUTHORIZATION FORM

See attached PDF fillable Form – Annex E TPSGC-PWGSC 572 FORM.pdf

Suppliers can also go to:

<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/3/35/1/25>

Solicitation No. - N° de l'invitation
M7594-211329/A
Client Ref. No. - N° de réf. du client
M7594-211329

Amd. No. - N° de la modif.
File No. - N° du dossier
Is102 M7594-211329

Buyer ID - Id de l'acheteur
Is102
CCC No./N° CCC - FMS No./N° VME

ANNEX E

SECURITY REQUIREMENTS CHECK LIST

See attached Security Requirements Check List



Contract Number / Numéro du contrat M7594-211329
Security Classification / Classification de sécurité Unclassified / non classifié

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction Musical Ride & Heritage Branch
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
Provide hauling services to transport horses and equipment in RCMP owned trailers.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments: ON RCMP PREMISES - Facility Access II with escort - Accès aux installations II avec escorte
Commentaires spéciaux : OFF SITE - Facility Access II without escort - Accès aux installations II sans escorte

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

PRODUCTION

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

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

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

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

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



Contract Number / Numéro du contrat 202101329
Security Classification / Classification de sécurité Unclassified / non classifié

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Kim Chamberland		Title - Titre Tour Planner	Signature
Telephone No. - N° de téléphone 613-993-7526	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel kim.chamberland@rcmp-grc.gc.ca	Date 2020-07-07
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sheila Nordskog		Title - Titre Personnel Security Team Lead	Signature
Telephone No. - N° de téléphone 613-843-5247	Facsimile No. - N° de télécopieur 613-823-0143	E-mail address - Adresse courriel sheila.nordskog@rcmp-grc.gc.ca	Date 2020-07-27
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date