

RETURN BIDS TO:
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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 a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Title - Sujet Document Management Entreposage de documents	
Solicitation No. - N° de l'invitation EN578-211918/B	Date 2021-04-23
Client Reference No. - N° de référence du client 20211918	GETS Ref. No. - N° de réf. de SEAG PW-\$\$LS-105-79981
File No. - N° de dossier ls105.EN578-211918	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2026-03-31 Heure Avancée de l'Est HAE	
Delivery Required - Livraison exigée See Herein – Voir ci-inclus	
Address Enquiries to: - Adresser toutes questions à: Segla, Anita L.	Buyer Id - Id de l'acheteur ls105
Telephone No. - N° de téléphone (873)354-0731 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This replace RFSO # EN578-211918/A in its entirety, including the attachments.

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

- 1.2.1 The Government of Canada (GC) is seeking to increase its documents storage and management capacity and, in doing so, requires the services of private sector Offerors to provide Document Storage, Information Retrieval Services and Document Destruction Services to any government department, agency or Crown corporation, across Canada, listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

Document storage and management are the main services required, document destruction is complimentary.

It is the intent to issue multiple Standing Offers for any given geographic regions.

The purpose of these Regional Master Standing Offers (RMSO) are to provide services associated with the secure off-site storage, management of government records and document destruction services in each geographic region as defined in Annex "D" -Geographical Regions. Offerors may submit an offer considering the region they wish to cover over Canada. The regions are described as follow:

Atlantic Region	Quebec Region	National Capital Region	Ontario Region	Western Region	Pacific Region
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The services are to be provided on an "as and when requested" basis for the duration of the Standing Offer period.

The period for making call-ups against the Standing Offer is from April 1, 2021 to March 31, 2026.

The supply period is from July 1, 2021 to March 31, 2026.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods, of one (1) year each, under the same terms and conditions and at the prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority ninety (90) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

1.2.2 The requirement is limited to Canadian goods and/or services.

1.2.3 SACC Manual Clause M3055T 2018-12-06

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

1.2.4 Comprehensive Land Claim Agreement (CLCA)

The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, **including** areas subject to Comprehensive Land Claims Agreements (CLCAs).

If services are to be provided within an area in which a CLCA exists, then the supplier and its subcontractors must be familiar and comply with the regulatory regimes and policies of the various jurisdictions with respect to such matters as environmental management, land use, land occupancy, water use, waste handling and disposal, fuel handling and storage, archeological and wildlife resources, and the general practices of "doing business" in the North. It shall be the responsibility of the supplier to determine the detailed requirements and any associated costs must be included in Offer prices.

The supplier will agree to where possible:

- employ people who are beneficiaries of a CLCA,
- engage, as subcontractors, firms who are beneficiaries of a CLCA,
- purchase supplies from firms who are beneficiaries of a CLCA,
- rent equipment from firms who are beneficiaries of a CLCA.

1.2.4.1. Nunavut Land Claims Agreement (NLCA)

This procurement is also subject to the Nunavut Land Claims Agreement (NLCA)

1.2.5 "The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to **Annex E** – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

1.2.6 Supply Periods

Qualified offerors must ensure that prices and rates remain firm for the duration of each Supply Period as follows:

Supply Period	
From	To
April 1	September 30
Oct 1 st	March 31

The initial supply period is from July 1, 2021 to March 31, 2022 to accommodate the fiscal year calendar

Should a qualified Offeror choose not to update its prices, rates and services by the Deadline Dates (see below), the rates provided for the previous supply period will be used.

1.2.7 Update of Prices, Rates and Services

Qualified offerors must update their prices, rates and services in accordance with the date schedule shown below, in order to meet the corresponding Supply period. Updates must be sent to the Standing Offer Authority.

Deadline Dates for Data Submission	Supply Period
March 1 st	April 1 st
September 1 st	October 1 st

Please note that the deadline date for the initial supply period is July 1st, 2021

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The **2006** (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of **2006**, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

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

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

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

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Id de l'acheteur - Buyer ID

LS105

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- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (two (2) hard copies)

Section II: Financial Offer (one (1) hard copies) and (one (1) soft copy on CD)

Section III: Certifications (two (2) hard copies)

This Standing Offer solicitation uses Portable Document Format (PDF) technology. To access the PDF form, Offerors must have a PDF reader installed. If Offerors do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer applicable to both hard and soft copies.

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 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 Offer (Refer to Annex E, Attachment 1 of the Part 3)

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Offerors and present topics in the order of the evaluation criteria under the same headings. To avoid duplication address, Offerors may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

In their management bid, Offerors must describe their capability and experience, the project management team and provide client contact(s).

Section II: Financial Offer (Refer to Annex E, Attachment 2 of the Part 3)

Offerors must submit their financial offer in accordance with the pricing schedule detailed in Attachment 2 to Part 3. For each geographical region offered in its offer. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "4" to part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex "4" to part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications (Refer to Annex E, Attachment 3 of the Part 3)

Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 3 Technical Criteria

4.1.2 Financial Evaluation

Refer to Attachment 2 to Part 3 Pricing Schedule

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Bid

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes

excluded, FOB destination, Canadian customs duties and excise taxes included.

The Offeror must submit a Proposed Basis of Payment meeting the requirements of this Request for Standing Offer. All information related in any way to prices, rates and services offered, must be submitted in accordance with Attachment 2 to Part 3, Pricing Schedule. This information will not be accepted by any other method.

4.2 Basis of Selection

The Basis of Selection will be made on a per geographic region basis.

Those Offers meeting the Mandatory Technical criteria and a complete and unaltered Financial offer in each geographical region will be recommended for issuance of a Standing Offer.

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

All responsive offers will be recommended for issuance of a Standing Offer and the prices, rates and services of all responsive Offerors will be administered by the standing offer authority.

Responsive bidders will be ranked by region and stream starting with lowest cost compliant. The ranking will be applied when call-up are considered on a first right of refusal basis from lowest cost up. At time of Call-up, the top three offerors will be contacted with a Request for quote containing additional information (see attached annex F Call Up Form). The offerors will have 2 business days to respond to the Call Up Form containing TOTAL evaluated estimation for final evaluation purposes. Ranking may be affected by final total evaluated price and the first ranked offeror may not be the final winning bidder.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Canadian Content Certification

5.1.3.1.1 Canadian Content Certification - M3055T (2018-12-06)

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.1.3.1.1.1 SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

Canadian good: A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [Canada-United States-Mexico Agreement \(CUSMA\)](#) Rules of Origin. For the purposes of this determination, the reference in the CUSMA Rules of Origin to "territory of one or more of the Parties" is to be replaced with "Canada". (Consult [Section 3.130](#) and [Annex 3.6](#) of the Supply Manual for further information.)

Canadian service: A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

Variety of goods: When requirements consist of more than one good, one of the two methods below is applied:

aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,

item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.

Variety of services: For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.

Mix of goods and services: When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above). For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

Other Canadian goods and services: Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

5.1.3.2 Status and Availability of Resources M3020T (2016-01-28)

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed

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and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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6.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

6.1.2 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

6.1.3 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.

6.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

6.1.5 The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex C1;
- b. Contract Security Manual (Latest Edition)

6.2 Financial Capability - M9033T (2011-05-16)

6.2.1. Financial Capability Requirement: The Offeror must have the financial capability to fulfill this requirement. To determine the Offeror's financial capability, the Standing Offer Authority may, by written notice to the Offeror, require the submission of some or all of the financial information detailed below during the evaluation of offers. The Offeror must provide the following information to the Standing Offer Authority within fifteen (15) working days of the request or as specified by the Standing Offer Authority in the notice:

Audited financial statements, if available, or the unaudited financial statements (prepared by the Offeror's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Offeror's last three fiscal years, or for the years that the Offeror has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).

If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Standing Offer Authority, the Offeror must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a

year-to-date Income Statement), as of two months before the date on which the Standing Offer Authority requests this information.

If the Offeror has not been in business for at least one full fiscal year, the following must be provided:

the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and

the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Standing Offer Authority requests this information.

A certification from the Chief Financial Officer or an authorized signing officer of the Offeror that the financial information provided is complete and accurate.

A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Offeror outlining the total of lines of credit granted to the Offeror and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Standing Offer Authority requests this information.

If the Offeror is a joint venture, the financial information required by the Standing Offer Authority must be provided by each member of the joint venture

6.2.2. If the Offeror is a subsidiary of another company, then any financial information in 1. (a) to (e) above required by the Standing Offer Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Offeror, and the financial capability of a parent cannot be substituted for the financial capability of the Offeror itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.

6.2.3. Financial Information Already Provided to PWGSC: The Offeror is not required to resubmit any financial information requested by the Standing Offer Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

the Offeror identifies to the Standing Offer Authority in writing the specific information that is on file and the requirement for which this information was provided; and

the Offeror authorizes the use of the information for this requirement.

It is the Offeror's responsibility to confirm with the Standing Offer Authority that this information is still on file with PWGSC.

6.2.4. Other Information: Canada reserves the right to request from the Offeror any other information that Canada requires to conduct a complete financial capability assessment of the Offeror.

6.2.5. Confidentiality: If the Offeror provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).

6.2.6. Security: In determining the Offeror's financial capability to fulfill this requirement, Canada may consider any security the Offeror is capable of providing, at the Offeror's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

SACC Manual clause [M9033T](#) (2011-05-16) Financial Capability

6.3 Insurance Requirements - M9015T (2016-01-28)

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "F".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER

7A.1 Offer

7A.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7A.2 Security Requirements

7A.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

7A.2.2 Offeror's Sites or Premises Requiring Safeguarding

7A.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises as indicated in Annexes G1 to G6 as applicable.

7A.2.2.2 The Company Security Officer must ensure through the Contract Security Program that the Offeror and individual(s) hold a valid security clearance at the required level.

7A.3 Standard Clauses and Conditions

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

7A.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7A.3.2 Standing Offers Reporting - M7010C (2017-06-21)

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "H"- Utilization Report. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30

- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7A.4 Term of Standing Offer

7A.4.1 Supply Period of the Standing Offer

The supply period for providing services is from July 1, 2021 to March 31, 2026.

7A.4.2 Extension of Standing Offer- M9014C (2008-05-12)

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 period, from April 1, 2026 to March 31, 2027 and April 1, 2027 to March 31, 2028 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7A.4.3 Comprehensive Land Claims Agreements (CLCAs) (*when applicable*)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

(To be advised upon issuance of the Standing Offer)

Name: _____

Title: _____

Public Works and Government Services Canada

Acquisitions Branch

Directorate: _____

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Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7A.5.2 Project Authority

The Project Authority for the Standing Offer is:

(To be advised upon issuance of the Standing Offer)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7A.5.3 Offeror's Representative

(To be advised upon issuance of the Standing Offer)

7A.6 Proactive Disclosure of Contracts with Former Public Servants - A3025C (2020-05-04)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7A.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

7A.7.1 Authority to Call-up Services

In all instances, the Identified User is responsible for ensuring that all information identified (a through e) is provided to the standing offer authority to initiate the call-up service:

- a. sufficient funds are available for the services called up;
- b. the maximum value for individual call-ups made pursuant to the Standing Offer is not exceeded;
- c. the services received are as specified in the Standing Offer; and
- d. the invoiced rates are in accordance with the Standing Offer.
- e. the service period does not exceed call-up duration limits.
- f. Review security requirements and if it is determined that the work associated to this call-up requires a higher level than currently provided in the standing-offer, the department

7A.8 On-going Opportunity for Qualification and Rate Adjustment

7A.8.1 Deadline Date for Submitting New Offer

New Offers must be submitted by the date shown below, in order to meet the corresponding Supply Period as stated in section 7A.8.3

New Offers submitted after the following Deadline Date will be considered for the next Supply Period as stated in section 7A.8.3

New Offers must be submitted to Public Services and Procurement Canada (PSPC) Bid Receiving Unit as per section 2.2 Submission of Offers.

Prequalified suppliers who already hold Standing Offers will not be required to submit new Offers unless they wish to bid on new geographic regions.

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Dates for new offer submission and rate publishing

Deadline Date for New Offer Submission	Supply Period
March 1st	April 1st
December 1st	September 1 st

The initial supply period is from July 1, 2021 to March 31, 2022 to accommodate the fiscal year calendar

7A.8.2 Deadline Date for Submitting Updates of Rates

Proposed rates must remain firm for one Supply Period. Suppliers' rates must be updated on the date shown below, in order to meet the corresponding Supply period as stated in section 7A.7.3. Updates are to be sent to the Standing Offer Authority.

Should a Supplier choose not to update its rates by the Deadline Date identified in the table below, the rates provided for the previous supply period will be used.

Date for data submission

Deadline Date for Data Submission	Supply Period
March 1st	April 1st
December 1st	September 1 st

7A.8.3 Supply Period

Suppliers' rates must remain firm for the duration of 6-month Supply Period as follows:

Supply Period Date

Supply Period Date From	Supply Period Date To
April 1 st	September 30 th
October 1st	March 31 st

Suspension, cancellation or deletion of a supplier from the list of suppliers will not relieve the Supplier from completing any contract(s) which may be in place at the time of the removal.

7A.8.4 Changes/Additions to the Terms and Conditions

Any changes/additions to RMSO Terms and Conditions will be included in the RFSO posted twice a year on the the Government Electronic Tendering Service (GETS).

Should a Supplier disagree with any changes/additions to the RMSO Terms and Conditions, the Supplier has the option of withdrawing its Standing Offer in accordance with the provisions of "08 Withdrawal by Supplier", as set out in SACC Manual clause 2020 (2017-09-21), General Conditions - Standing Offer - Goods or Services.

Should the Supplier not advise the Standing Offer Authority of the proposed withdrawal, all changes/additions to RMSO Terms and Conditions will be deemed as parts of the new version of the SO.

7A.9 Call-up Procedures

7A.9.1 Right of First Refusal call-up process

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7A.9.2 Directed Method for Requirements of \$40,000.00 or below

For call-ups estimated at or below \$40,000.00 CDN (applicable taxes and any amendments included), Identified Users may direct the call-up to any of the qualified Offerors in the National Master Standing Offer for Services, in accordance with the *Government Contracts Regulations*.

7A.9.3 Call-Up Duration and Rates Validity

Any call-ups issued under this standing offer is valid for a maximum of 24 months.

The rates applicable at time of invoice, are those covering the period of services rendered and subject to the consumer price index methodology.

7A.10 Call-up Instrument

The Work will be authorized or confirmed by Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

2. The following form could be used, which is available through the [PWGSC Forms Catalogue](#) website:

- PWGSC-TPSGC 942 Call-up Against a Standing Offer;
- PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery;
- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 *Commande subséquente à plusieurs offres à commandes* (French-language version to PWGSC-TPSGC 944); or Annex

3. An equivalent form or electronic call-up document could be used, which contains at a minimum the following information:
- standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery
 - details of data deliverables and shipping/contact information
 - confirmation that the funds are available under section 32 of the *Financial Administration Act*;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7A.11 Limitation of Call-ups

7A.11.1- Financial Limits:

Total all-inclusive cost cannot be greater than 200,000.00 CAD\$. Inclusive of all costs and Taxes.

7A.11.2- Duration limit:

Call-up period limit is no longer than the following supply period.

Ex: Call-up issued on June 15 has a maximum duration period of November 30.

Only for exceptional circumstances will an increase in the above limits be approved by the PSPC standing offer authority. Additional limits and/or conditions may be added.

7A.12 Financial Limitation - M4506C (2013-04-25)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$200,000.00 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or _____ months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7A.13 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 call up against the Standing Offer, including annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services;

- d) the general conditions 2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C1, Security Requirements
- h) Annex C2, Contractor Information System Connectivity Criteria
- i) Annex D Geographical Regions
- j) Annex E Attachments to Part 3 of the Offer
- k) Annex F Insurance Requirements;
- l) Annex G1 Facility by Geographical Region
- m) Annex G2 Facility by Geographical Region
- n) Annex G3 Facility by Geographical Region
- o) Annex H Utilization Report;
- p) the Offeror's offer.

7A.14 Certifications and Additional Information

7A.14.1. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7A.14.2. Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7A.14.3. SACC Manual Clauses - M3060C (2008-05-12)

7A.14.3.1. The Offeror warrants that the certification of Canadian Content submitted by the Offeror is accurate and complete, and that the goods, services or both to be provided under any call-ups against the Standing Offer are in accordance with the definition contained in clause [A3050T](#).

7A.14.3.2. The Offeror must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Offeror must not, without obtaining before the written consent of the Standing Offer Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under any contract resulting from the Standing Offer, or until settlement of all outstanding claims and disputes under the Standing Offer, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Offeror must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

7A.14.3.3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant any contract resulting from the Standing Offer.

7A.14.4. Status and Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7A.15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

7A.16 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

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If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

7B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7B.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions

General conditions [2010B \(2018-06-21\) General Conditions - Professional Services \(Medium Complexity\)](#) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of [2010B \(2018-06-21\) General Conditions - Professional Services \(Medium Complexity\)](#) will not apply to payments made by credit cards.

7B.3 Term of Contract

7B.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

The Standing Offer(SO) is valid from April 1, 2021 till March 31, 2026, but the period for awarding contracts under the Standing Offer is from July 1, 2021.

7B.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7B.4 Proactive Disclosure of Contracts with Former Public Servants – A3025C (2020-05-04)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

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7B.5 Payment

7B.5.1 Basis of Payment

7B.5.1.1 In consideration of the Contractor satisfactorily completing all of its obligations, the Contractor will be paid in accordance with the Basis of Payment as set out in Annex "B".

7B.5.2 For subsequent years (beyond the initial first year and including options):

The Contractor will be paid firm prices as indicated above for the first year, adjusted annually during the refresh period.

7B.5.1.1 Economic Price Adjustment (EPA) Applicable once call-up is raised

The prices presented in Annex B - Basis of Payment, will be adjusted annually based on the escalation formula which will be determined by consistently applying the Consumer Price Index (CPI) for Canada, All-Items (Not Seasonally Adjusted), published in Statistics Canada 18-10-0005-01 (formerly CANSIM 326-0021).

7B.5.1.2 Escalation Formula

The formula will be structured as follows:

$$\text{EPA} = \frac{((A) - 1)}{B} \times 100$$

Where:

- A = Average annual index for the 12 months ending 3 months prior to the start of the period for which the rates are being adjusted.
- B = Average annual index for the 12 months ending 3 months prior to the Standing Offer start date.

Example:

Assuming the Standing Offer start date is April 1, 2021, then for the second year of the Standing Offer, starting April 1, 2022, the firm rates that will apply will be those that were in effect for the first year of the Standing Offer increased by 1.94% based on the following assumptions:

The index is the CPI for Canada, All-Items (Not Seasonally Adjusted), published in Statistics Canada Catalogue no.62-001-X, Table 5.

(See website address <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000501>)

- A Average annual index for the 12 months ending October 2019 (3 months prior to the start of the period for which the rates are being adjusted - second year of the Standing Offer in this case) = 136.00
- B Average annual index for the 12 months ending October 2018 (3 months prior to the Standing Offer start date) = 133.4

$$\text{EPA} = \frac{(A) - 1}{(B)} \times 100$$

$$\text{EPA} = \frac{(136.00) - 1}{133.4} \times 100 =$$

133,4

EPA = 1.94%

For each twelve month period (beyond the first year of the Standing Offer), applicable pricing will be adjusted. The Contractor must notify the Standing Offer Authority in writing, who will in turn verify the information and amend the Contract accordingly to reflect the revised pricing. Until such time as the price adjustments are made through a Standing Offer amendment, the prices valid for the last twelve month period will be used.

7B.5.1.3 Discontinuation of Escalation Indices

If the index set out in this Standing Offer is discontinued, the parties agree to immediately establish a replacement index or formulate adjustments consistent with those set forth in the Standing Offer.

7B.5.1.4 Limitation of Price

SACC *Manual* clause C6000C (2017-08-17) 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.

7B.5.1.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7B.6 Invoicing Instructions

Invoices must be submitted in the Contractor's name. The Contractor must submit invoices on a monthly basis for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.

7B. 6.1 Invoices must show:

- (a) the date, the name and address of the client department, item or reference numbers, deliverable and/or description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
- (b) details of expenditures in accordance with the Basis of Payment, exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable);
- (c) deduction for holdback, if applicable;
- (d) the extension of the totals, if applicable; and
- (e) if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.

7B.6.2 If applicable, the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which the GST or HST does not apply, must be identified as such on all invoices.

7B.6.3 By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

7B.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

7B.8 SACC Manual Clauses

A3000C (2014-11-27) Aboriginal Business Certification

7B.8.1 The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.

7B.8.2 The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

7B.8.3 Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

7B.9 Comprehensive Land Claim Agreement (CLCA)

If services are to be provided within an area in which a CLCA exists, then the Service Provider and its subcontractors must be familiar and comply with the regulatory regimes and policies of the various jurisdictions with respect to such matters as environmental management, land use, land occupancy, water use, waste handling and disposal, fuel handling and storage, archaeological and wildlife resources, and the general practices of "doing business" in the North. It shall be the responsibility of the Service Provider to determine the detailed requirements and any associated costs must be included in Offer prices.

The Service Provider will agree to where possible:

- employ people who are beneficiaries of a CLCA,
- engage, as subcontractors, firms who are beneficiaries of a CLCA,
- purchase supplies from firms who are beneficiaries of a CLCA,
- rent equipment from firms who are beneficiaries of a CLCA.

7B.10 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7B.11 Dispute Resolution

7B.11.1. The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

7B.11.2. The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

7B.11.1. 3. If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

7B.11.1. 4. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7B.12 Examination of Contractor's Capability

The Contractor agrees that, representatives of Canada may conduct, at their discretion, a survey of its facilities, to determine the technical capabilities for performance of the Work described herein. The Contractor hereby agrees to make its facilities, including its resources and documentation, available for this purpose.

7B.13 Site Regulations

The Contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the site where the Work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

ANNEX "A"

STATEMENT OF WORK

1.0 TITLE

Provision of document storage and destruction services.

2.0 OBJECTIVE

Public Services and Procurement Canada (PSPC) wishes to establish a National Master Standing Offer (NMSO) for the service of secure off-site storage and destruction of physical records and documents, on an "as and when requested" basis.

3.0 SCOPE OF WORK

To provide secure storage services of physical documents up to the protected B level (paper, hard copy etc.). The work includes ancillary services related to the stored documents.

This Statement of Work (SOW) doesn't cover any work pertaining to any security requirement over the Protected B level. For such requirement, the identified user must conduct their own SRCL approval process using the forms from the Common Centralized Professional Services entitled Security requirement check lists (SRCL): <https://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>

NOTE: The treatment and storage of "archival" documents or documents of long term strategic value is outside the scope of the work to be performed under this agreement.

4.0 SUPPLIER CAPACITY and DELIVREBLES

4A Offeror Capacity

The offeror must demonstrate his capability to:

4A.1. Receive, record and store documents/records material, such as, but not limited to correspondences, memoranda, books, plans, maps, drawings, diagrams, pictorial/graphic works, photographs, films, microfilms, sound recordings, videotapes, machine readable records and any other documentary material regardless of physical form or characteristics.

4A.2. Provide local personnel from the Records Warehouse Facilities to be available to answer Identified User's enquiries for pick up, delivery and destruction requirements during normal working hours of 8am - 5pm Monday to Friday inclusive in all of the time zones in which services are to be provided, except statutory holidays.

4A.3. Provide, distribute, and maintain adequate supplies of all necessary forms, bar codes, and labels as may be required to effectively provide the necessary storage services.

4A.4. Provide capability to analyze information and issue management reports and recommendations to meet the call-up authorities' Record keeping and business objectives.

4A.5. Access - Services and actions performed to complete the process of introducing new records containers to the inventory storage system;

-
- Media requiring accession to storage include the following:
 - Container(s)
 - File(s)
 - Media item(s)
 - Capture of all metadata provided by the Identified User in an electronic format compatible with the Offeror's Information Technology (IT) system.
 - Minimum Metadata requirements must include tombstone data
 - Locating/ finding aids and data
 - Bar code, unique identifier data
 - Ownership data
 - Description(s)
 - Dates
 - Metadata requirements may include the following as directed by the identified user:
 - Accession Number
 - Amended Date
 - Client
 - Creation Date
 - Cost Centre (owner)
 - Cost Centre (bill to)
 - Container Number
 - Container Bar code
 - Location Description:
 - Container Type
 - Container size
 - Essential Record:
 - Security Level
 - Container Group Category
 - Received Date
 - Record Date Range
 - Record Description
 - Disposition Planned Date
 - Client Disposition Decision
 - Archivist Disposition Decision
 - Disposition Approved Date
 - Actual Disposition Date :
 - Disposition Method :
 - Estimated Usage :
 - Media Type :
 - Physical placement to storage location

4A.6. Provide a comprehensive Inventory, Billing, and Management control systems

The systems must deliver the following:

- Comprehensive inventory management of holdings
- Provide ongoing data related to the tracking, location, audit and final disposition of hardcopy records, electronic and other media.
- Accurate retrieval requests and on-time delivery;
- Immediate update/ changes to authorized users list;
- Set up/ establish new user organizations;
- Initiate and review online invoice inquiries;
- Real time, inventory of the Identified Users' information holdings;
- On-line pickup storage requests and delivery services in receipt of Government of Canada owned recorded information holdings.

4A.7. Other services

- Inventory data conversion capabilities and services
- Training and service program implementation

Reports to include

- Inventory
- Billing
- Adhoc or user defined reports
- Destruction eligibility

4A.8. The offeror must use destruction, scanning and electronic transmission equipment that are approved by the Royal Canadian Mounted Police (RCMP), and/or the Public Works and Government Services Canada (PWGSC), please refer to links below for more information.

RCMP: https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page_0004_e.htm
PWGSC: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/securitete-itsecurity-eng.html>

4A.9. Provide transportation pickup and delivery to and from the Identified Users' office locations within a 90 KM radius of each warehouse location across Canada, as and when requested, as follows:

Service Type	Request Cut Off Time	Guaranteed Pick-up/Delivery
Regular (next day)	3:30pm	5:00 pm next business day
1/2 day service	11:00am	5:00 pm same day
1/2 day service	4:00pm	12:00 noon next business day

4A.10. Provide transportation pickup and delivery to and from Identified Users' office locations outside the 90 KM radius of each warehouse location across Canada, as and when requested, as follows:

- A maximum of seventy-two (72) hours for pickup / delivery request time for new and/ or return boxes.

4A.11. Provide transportation, equipment, and personnel for the pickup/ delivery and destruction requests, including mobile on-site destruction services.

4A.12 Provide an above grade and completely free of leaks or other openings warehouse storage facility, including a climate controlled fire proof vault, in at least one (1) warehouse in the geographical region, for storage of electronic records, designed to protect against corruption, contamination and exposure.

4A.13. Provide a vault capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/- 5%). The vault must further be capable of maintaining a low particulate contaminant environment.

NOTE: The climate control specifications above only apply to the vault and not to the general records storage area.

4A.14. Monitor the warehouse 24 hours a day, seven days a week for fire, floods and unauthorized entry;

4A.15. Provide a warehouse constructed of fire resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster;

4A.16. Provide a warehouse protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system, all monitored by the Offeror's own security resources or a security service company twenty four (24) hours a day, seven (7) days a week;

4A.17. Provide a warehouse allowing for all information holdings regardless of medium to be stored on clean fireproof shelving units, properly braced and at least three (3) inches off the floor and all shelving must meet local seismic and fire code regulations for use in a document or media storage facility;

4A.18. Provide a warehouse operating with a Bar Code System able to identify the location of all information holdings;

4A.19. Provide a warehouse with the Receiving and Shipping dock(s) adjacent to the Records Warehouse capable of accommodating vehicles up to and including semi-trailers.

4A.20. Provide boxes majorly measuring 15" L x 11 3/8" W x 10" H. (1.0 cu. Ft.) In the case of e-media it will be transported in media transport cases.

4B Deliverables

The offeror is expected to deliver the followings:

4B.1 .Storage

- Ongoing storage and maintenance of various documents/materials;
 - Media to be stored:
 - Paper
 - Electronic media
 - Microfilm

4B.2. Storage, retrieval, and delivery services for the Identified Users' information holdings regardless of media, stored in a secure warehouse facility that includes a climate controlled, fire proof vault environment, as directed by the Identified Users, as and when requested. Vault services will normally be restricted to media other than paper based documents.

4B.3. The Retrieval Services are required for the retrieval from storage of the following items:

- Container(s)
- File(s)
- Document(s)

4B.4. Transportation services with secure chain of custody tracking to and from client destination and storage facility.

- Provide delivery of the following media containers in any quantity
 - Container(s)
 - File(s)
 - Document(s)

NOTE: Transportation is to be provided by Offeror's owned vehicles or third party carrier at the determination of the Identified User.

- i) Alternative Delivery Services - Alternative delivery methods include email attachment, secure File Transfer Protocol (FTP) transfer - user pickup from FTP server and fax,
- Fax back service
 - Rush - 4 hours
 - Emergency - 90 min
 - Scan On Demand
 - Rush - 4 hours
 - Emergency - 90 min

4B.5. Refile / Interfile - Services are required for the refile / interfile (new item to file) of items to storage for the following items:

- Container(s)
- File(s)
- Document(s)

4B.6. Disposition / Delocation - Services and actions performed to permanently remove from storage records or containers of records from inventory;

- Removal from storage systems and provide the following services;
- Return to client as final disposition, inventory holding report to reflect permanent withdrawal and return to client
- Secure certified destruction is the final disposition, inventory holding report to reflect permanent withdrawal and certified destruction
- The Offeror must possess as a minimum capability, the ability to accurately remove from storage, update inventory, palletize and shrink wrap the inventory material for transportation in a quantities of 1,000 containers daily per warehouse location. Processing of more than 1,000 containers daily may require scheduling negotiations between the offeror and the Identified User.

4B.7. Destruction Services

- Provide secure plant or mobile paper document shredding services using shredding equipment approved by the Royal Canadian Mounted Police (RCMP) for the bulk destruction of paper documents up to and including Protected BI, as described in the RCMP Security Equipment Guide. The Offeror will provide a Certificate of Destruction and update the inventory holdings report to reflect the permanent withdrawal and certified destruction.
- The Offeror will provide a closed loop destruction service (unbroken chain of custody from storage to certified confidential destruction)
- The same levels of security and protection of information must be provided in the destruction facilities as is required for storage facilities
- The Offeror must provide plant and/or mobile paper document destruction services.

NOTE: The link to access the complete list of approved equipment can be found at Appendix "1"

4B.8. Other services

- Inventory data conversion capabilities and services
- Training and service program implementation
- Reports to include
 - Inventory
 - Billing
 - Adhoc or user defined reports
 - Destruction eligibility

4B.9. A reporting system with details and delivery, which may need to be available at an individual "cost centre" level and at a roll-up to "departmental" level. The system may be described as an Inventory Control/Inventory Management Asset tracking system. This system must have Bar Coding capability that is web-enabled, capable of providing reports and form customization in both official languages.

4B.10. A secure on-site or mobile paper document destruction services in accordance with Government of Canada security specifications. The Offeror will provide a Certificate of Destruction with the appropriate invoice. The Certificate of Destruction will identify material destroyed, the date of destruction, and the signature of the Identified User who witnessed the destruction;

4B.11. An audit room on site at each of the warehouse(s) for the use by Identified Users to examine the requested information available for their inspection. The room must be equivalent to the Offeror's standard office environment and equipped with one work table and two chairs and of sufficient size to accommodate two individuals.

4B.12. Provide chain of custody tracking and reporting for each pickup/ delivery request.

4B.13. The Offeror must provide:

- various standard storage cartons on demand
- Carton types required for storage of:
 - Standard letter or legal-sized paper documents (one piece container lid included)
 - Container for specialty paper documents: cheques, T4s
 - Large document containers: blueprints, architectural plans, engineering drawings

4B.14. Provide designated Identified Users with Administrator Access rights to the Offeror's web-base, for maintaining/ monitoring the authorized access level control lists of Identified User employees such as:

- A- Agency Administrator(s) to have access to all individualized accounts;
- B- Branch Administrator(s) to have access to specific Branch information;
- C- Regional Administrator(s) to have access to specific Region information;

Service Type	Request Cut Off Time	Guaranteed Pick-up/Delivery
Regular (next day)	3:30pm	5:00 pm next business day
1/2 day service	11:00am	5:00 pm same day
1/2 day service	4:00pm	12:00 noon next business day

4. B.15. Provide all necessary web-based Clients training for Identified Users from the specific Regions as requested by the Project Authority.

4. B16. Provide transportation pickup and delivery to and from the Identified Users' office locations within a 90 KM radius of each warehouse location across Canada, as and when requested, as indicated in the above table.

4B.17. Provide transportation pickup and delivery to and from Identified Users' office locations outside the 90 KM radius of each warehouse location across Canada, as and when requested, as follows:

- A maximum of seventy-two (72) hours for pickup / delivery request time for new and/ or return boxes.

4B.18. Upon destruction of material and provided at time of service call, a certificate of destruction certifying that the material has been properly destroyed to the Project Authority. The Certificate must specify the number of units destroyed and the date and time of destruction and the signature of the Identified User who witnessed the destruction;

5.0 Language of Work

The offeror must ensure that:

- All services and communications, written or verbal, are provided in both official languages where applicable.
- All on-line, web based customer accessed systems must be offered in both official languages of Canada. This includes all customer services using any web-based, telephony or call-centre customer service interfaces.

Appendix "1"

Shredding Equipment

The following equipment is approved for the bulk destruction of paper documents up to and including the level of Protected B, according to RCMP standards for High Volume / Commercial Destruction (HVCD/PB).

It is the bidder's responsibility to clearly demonstrate that any equipment used for document destruction to the protected B level, meets or exceeds the CISC standards.

Please refer to RCMP manual G1-001 for latest list of approved equipment at:

<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/gcpsg-gsmgc-001-eng.htm>.

ANNEX "B"

BASIS OF PAYMENT

The rates are the ones valid at time of call-up. Once the call-up has been issued, the rates called out at time of call-up, are now subject to annual CPI adjustments for the duration of the call-up.

April 1 2021 - March 31, 2022							
		Atlantic Region	Quebec Region	National Capital Region	Ontario Region	Western Region	Pacific Region
Description	Unit of Measure	Price	Price	Price	Price	Price	Price
1.1 Record Centre Storage	a. Per Cubic Foot per month						
	b. Per Lineal Foot per month						
1.2 Vault Storage	a. Per Media item per month						
	b. Per Cubic Foot per month						
2. Accession	a. Per Container						
	b. Per File						
	c. Per Media item						
3. Retrieval	a. Per Container						
Regular	b. Per File						
Next Day	c. Per Document						
	d. Per Media item						
4. Retrieval	a. Per Container						
Rush	b. Per File						
4 hours	c. Per Document						
	d. Per Media item						
5. Retrieval	a. Per Container						

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EN578-211918/B

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EN578-211918/B

Amd. No. - N° de la modif.

File No. - N° du dossier

LS105. EN578-211918/B

Buyer ID - Id de l'acheteur

LS105

CCC No./N° CCC - FMS No./N° VME

Emergency	b. Per File						
2 hours	c. Per Document						
	d. Per Media item						
6. Retrieval	a. Per Container						
Outside Normal	b. Per File						
Business Hours	c. Per Document						
	d. Per Media item						
7. Retrieval - Unsuccessful	a. Per Unsuccessful Search						
8. Refile	a. Per Container						
Interfile	b. Per File						
	c. Per Document						
	d. Per Media item						
9.1 Transportation - Pick-up/Delivery	a. Per Container - first						
	b. Per Container - each additional						
Regular Service within a 90km radius of warehouse locations	c. Per Media item - first						
(See Notes 1. and 2. below)	d. Per Media item - each additional						
9.2 Transportation - Pick-up/Delivery	a. Per Container - first						
	b. Per Container - each additional						
Rush Service (4h) within a 90km radius of warehouse locations	c. Per Media item - first						
(See Notes 1. and 2. below)	d. Per Media item - each additional						
9.3 Transportation - Pick-up/Delivery	a. Per Container - first						
	b. Per Container - each additional						
Emergency Service (2h) within a 90km radius of warehouse locations	c. Per Media item - first						
(See Notes 1. and 2. below)	d. Per Media item - each additional						

9.4 Transportation - Pick-up/Delivery	Rate per Kilometre, per shipment, per round trip. Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.						
Regular Service							
outside a 90km radius of warehouse locations							
(See Notes 1. and 2. below)							
10. Alternative Delivery	a. Fax - per page						
	b. Image/FTP						
	Email - per page						
11. Disposition/Delocation	a. Per Container - first						
	b. Per File						
	c. Per Media item - first						
12. Certified Destruction	a. Per Cubic Foot - plant						
(See Note 3. below)	b. Per Cubic Foot - mobile						
	c. Console holding 32 gallon or 100 pounds of paper -Plant						
(See Note 7. below)	d. Bin holding 65 gallon or 230 pounds of paper - plant						
	e. Console holding 32 gallon or 100 pounds of paper-mobile						
	f. Bin holding 65 gallon or 230 pounds of paper-mobile						
	g. Minimum Charge - (paper) Plant						
	h. Minimum Charge - (paper) Mobile						
	i. Per media item						
	j. Minimum Charge - Media						

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	item						
13. Accession Volume	a. Per Container						
(See Note 5. below)							
Volume Incentive (applicable to volumes of 1,000 units or above)	b. Per File						
Unit Price must be no greater than the unit price proposed under section 2. Accession							
	c. Per Media item						
14. Storage Container	a. Letter/Legal (per container)						
(See note 6. below)	b. Reboxing						
15. Hourly Service Rate	a. Hour						
(See Note 4. Below)							

NOTES:

will apply within a 90 km radius of warehouse locations. For Certified Destruction outside a 90 km radius of warehouse locations, the 12.b. cubic foot - mobile price will apply plus 9.4 Delivery kilometer price for all kilometers over and above 180 kilometers. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.

4-The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the Contractor, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at section 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.

5-Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.

6-If authorized by the Identified User, the Offeror may replace cartons when the condition of the Carton will not support other Cartons in a standard storage configuration, or when the Carton is not safe for transport or handling. Re-boxing charge includes both the price of the replacement of a Carton and Labor.

7- No more than 20% of total estimated call-up value is to be attributed to document destruction services.

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April 1 2021 - March 31, 2022					
Atlantic Region	Quebec Region	National Capital Region	Ontario Region	Western Region	Pacific Region
When a rate is not identified, it means \$0 for this service. The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	When a rate is not identified, it means \$0 for this service. The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	When a rate is not identified, it means \$0 for this service. The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	When a rate is not identified, it means \$0 for this service. The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	When a rate is not identified, it means \$0 for this service. The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	When a rate is not identified, it means \$0 for this service. The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.
NOTE: FUEL SURCHARGE Fuel Surcharge are only applicable on the transportation related cost identified under 9.1, 9.2, 9.3, 9.4 and 12 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: http://www.kentgrouppltd.com/) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.	NOTE: FUEL SURCHARGE Fuel Surcharge are only applicable on the transportation related cost identified under 9.1, 9.2, 9.3, 9.4 and 12 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase / decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: http://www.kentgrouppltd.com/) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.	NOTE: FUEL SURCHARGE Fuel Surcharge are only applicable on the transportation related cost identified under 9.1, 9.2, 9.3, 9.4 and 12 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase / decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: http://www.kentgrouppltd.com/) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.	NOTE: FUEL SURCHARGE Fuel Surcharge are only applicable on the transportation related cost identified under 9.1, 9.2, 9.3, 9.4 and 12 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase / decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: http://www.kentgrouppltd.com/) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.	NOTE: FUEL SURCHARGE Fuel Surcharge are only applicable on the transportation related cost identified under 9.1, 9.2, 9.3, 9.4 and 12 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase / decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: http://www.kentgrouppltd.com/) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.	NOTE: FUEL SURCHARGE Fuel Surcharge are only applicable on the transportation related cost identified under 9.1, 9.2, 9.3, 9.4 and 12 below, and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase / decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: http://www.kentgrouppltd.com/) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.
Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.
The Identified User may request a price proposal from the Contractor covering Delivery of a Call-up. The Contractor will submit a price proposal covering Delivery to the Identified User. The Identified User will determine best value to the Government and issue the Call-up accordingly. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.	The Identified User may request a price proposal from the Contractor covering Delivery of a Call-up. The Contractor will submit a price proposal covering Delivery to the Identified User. The Identified User will determine best value to the Government and issue the Call-up accordingly. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.	The Identified User may request a price proposal from the Contractor covering Delivery of a Call-up. The Contractor will submit a price proposal covering Delivery to the Identified User. The Identified User will determine best value to the Government and issue the Call-up accordingly. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.	The Identified User may request a price proposal from the Contractor covering Delivery of a Call-up. The Contractor will submit a price proposal covering Delivery to the Identified User. The Identified User will determine best value to the Government and issue the Call-up accordingly. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.	The Identified User may request a price proposal from the Contractor covering Delivery of a Call-up. The Contractor will submit a price proposal covering Delivery to the Identified User. The Identified User will determine best value to the Government and issue the Call-up accordingly. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.	The Identified User may request a price proposal from the Contractor covering Delivery of a Call-up. The Contractor will submit a price proposal covering Delivery to the Identified User. The Identified User will determine best value to the Government and issue the Call-up accordingly. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.

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For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.
Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * 10 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00
The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the contractor, for either of these services, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.	The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the contractor, for either of these services, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.	The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the Contractor, for either of these services, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.	The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the Contractor, for either of these services, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.	The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the Contractor, for either of these services, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.	The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the Contractor, for either of these services, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.
Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.

If the Offeror is interested in providing services, the following Basis of Payment for the region (Western or Atlantic or Central) is MANDATORY and must be completed and submitted with the offer.

When a rate is not identified, it means \$0 for this service.

The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Fuel Surcharge provision, identified below, is not applicable for the purpose of the financial evaluation of Offers but rather will be in effect during Standing Offer performance.

NOTE: FUEL SURCHARGES

Fuel Surcharge are only applicable on the transportation cost identified under 9.1 and 9.2 below; and are to be invoiced in accordance with the following computation:

The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge.

For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>)

the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %.

The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

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ANNEX "C-1"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
EN578-211918

Security Classification / Classification de sécurité
UNCLASSIFIED

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	2. Branch or Directorate / Direction générale ou Direction ACQUISITION	
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 Document Storage and Destruction Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (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)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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of Canada

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PART A (continued) / PARTIE A (suite)

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

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE 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:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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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	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Gouvernement du Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Segla, Anita Laure

Title - Titre

Supply specialist

Signature

Anita Laure Segla

Telephone No. - N° de téléphone
873-354-0731

Facsimile No. - N° de télécopieur
873-354-0731

E-mail address - Adresse courriel
AnitaLaure.Segla@tpsgc-pwgsc.gc.ca

Date
2020/12/18

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Fleury, Jean-Michel

Title - Titre

SO

Signature

Fleury,
JeanMichel

Digitally signed by
Fleury, JeanMichel
Date: 2020.12.22
08:40:29 -05'00'

Telephone No. - N° de téléphone
--

Facsimile No. - N° de télécopieur
--

E-mail address - Adresse courriel
Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca

Date

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?

☐ No

Non

☐ 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)

C. Jason Quade
Contract Security Officer
Jason.Quade@pwgsc-tpsgc.gc.ca

Title - Titre

Signature

Quade,
Clarence

Digitally signed by
Quade, Clarence
Date: 2021.01.05
09:01:15 -05'00'

- N° de télécopieur

E-mail address - Adresse courriel

Date

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UNCLASSIFIED

Canada

ANNEX "C-2"

CONTRACTOR INFORMATION SYSTEM CONNECTIVITY CRITERIA

Security Guide to EN578-211918

The contractor is required to agree to the following criteria and provide the required IS topology of their system to the (client department) Project Information System Security Officer (ISSO), and to the Industrial Security Operations Division (ISOD) at PWGSC.

CONTRACTOR INFORMATION SYSTEM CONNECTIVITY CRITERIA

1. Identify the following individuals at the contractor site (name and contract number):
 - A) Information Technology System (ITS) manager, and
 - B) ITS Security Officer
2. Describe the architecture of the contractor's ITS that is to connect/communicate to the (*client department*) ITS.
3. Provide a Topology (Block level) Diagram of the contractor's ITS. The drawing is to indicate the interface devices (ACM, firewalls, modems Network security {A/B} Switches, etc.)
4. Provide detail regarding any modems attached to the contractor's ITS. If modems are used, detail is to include identifying to what other ITS the modem connects.
5. Any ITS connected to (*client department*) ITS must be dedicated to (*client department*) use only. No external connections to other contractor ITS or public domains is permitted without express consent of (*client department*) NDHQ Security authorities.
6. (*client department*) is to be provided with results of ITS Security Inspections, conducted by PWGSC, on contractor ITS connected to or schedule for connection to (*client department*) ITS.
7. Access to the contractor ITS is limited to security cleared personnel who have a valid "need-to-know".
8. LOGIN ID/passwords are used by all contractor personnel accessing either ITS.
9. Audit logs of both ITS are maintained and reviewed on a regular basis.
10. Provide detail regarding the contractor's ITS being secured in a restricted access area or otherwise protected against unauthorized access.
11. The media is marked at the appropriate security level and is secured accordingly to (*client department*) standards.
12. Anti-virus scanning software is used on contractor's ITS.
13. A Configuration Management Plan tracks changes to the contractor's ITS. Changes to the connecting Contractor's ITS require prior approval of (*client department*).
14. If classified processing is to be done, the additional ITS Secure measures such as TEMPEST, encryption, 24 hour monitoring, etc. shall be identified in detail.
15. The contractor's ITS is available at all times for (*client department*) security inspection and verification.

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ANNEX "D"

GEOGRAPHICAL REGIONS

The following geographical regions to be serviced are:

Atlantic Region	Quebec Region	National Capital Region	Ontario Region	Western Region	Pacific Region
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The Offeror must provide services to all metropolitan areas within the geographical regions for which they are awarded a Standing Offer.

The Offeror must also provide services to isolated or remote locations outside major metropolitan areas.

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ANNEX “E”

PART 3 OF THE REQUEST FOR STANDING OFFER
TECHNICAL OFFER, PRICING SCHEDULE AND CERTIFICATIONS

(ATTACHMENT)

ATTACHMENT 1 TO PART 3: TECHNICAL OFFER

Offerors are invited to ensure that all information provided clearly and completely demonstrates full compliance to each requirement for every stream (including General requirements) in their bid.

Mandatory Technical Requirement (MT)	Description (Statement)	Capability	Acceptable means of demonstrating compliance
MT-1 Experience of the Firm	<p>The Offeror must demonstrate in the Technical Proposal that its company/firm has a minimum of five (5) years' experience in the last ten (10) years providing all of the following:</p> <ul style="list-style-type: none"> Records storage and management services; Vault storage services; Shredding Services. 	In order to demonstrate compliance with this criterion, Offerors must have cumulative document storage, managing and shredding services experience of a minimum of (5) years' experience in the last ten (10) years	<p>Supplier past contracts performed during the last 10 years describing comparable work with contact information for validation.</p> <p>*** To demonstrate experience, the offeror must provide project summaries that each include the following information:</p> <ul style="list-style-type: none"> Name of client organization; Description of project, scope and objectives; The supplier role, tasks performed, and deliverables submitted; Duration of project (in format mm-yyyy to mm-yyyy) Name and contact information of client contact ***
MT-2.1 Facilities	The Offeror must have a records storage warehouse(s) in each of the geographical regions for which an offer is submitted.	In order to demonstrate compliance with this criterion, Offerors must provide the complete civic address of each records storage warehouse in the geographical region(s) being offered in Annex "G" - Facilities by Geographical Region.	Civic Address as well as the description of each warehouse.
MT-2.2 Facilities	<p>The Offeror must demonstrate that in each geographical region being offered it is capable of providing the following services within that geographical region (all three services must be located within the geographic region being offered):</p> <ul style="list-style-type: none"> records centre storage services; vault storage services; plant or mobile destruction services. 	In order to demonstrate compliance with this criterion, Offerors must complete the requested information in Annex "G" - Facilities by Geographical Region.	Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.
	The Offeror must demonstrate	In order to demonstrate	Civic address information is required for

MT-2.3 Facilities	That in each geographical region being offered, its total storage capacity (occupied or unoccupied) can store a minimum of 300,000 cubic feet.	compliance with this criterion, Offerors must complete the requested information in Annex "G" - Facilities by Geographical Region.	all warehouse(s) (buildings) and storage capacity of each location.
MT-2.4 Facilities	The Offeror must demonstrate That the storage warehouse(s) Meets all the specifications stated in Item 4.0 of the Statement of Work, Annex "A ".		
MT-3 Customer Service and Web Tracking	The offeror must demonstrate that they can provide a bilingual 24/7 web-based tracking system for on-line inventory, control, retrieval, disposal and delivery services, as well as a toll free customer service adaptable to each geographical region language requirements.	In order to demonstrate compliance with this criterion, Offerors must provide a summary of operational procedures outlining the functioning of their bilingual 24/7 web-based system for on-line inventory control and service request for retrieval, disposal and delivery and telephone 800 customer support capable of providing services in both official languages	
MT-4 Bar Code Inventory System	The Offeror must demonstrate in the Technical Proposal that the records storage warehouse has a bar code inventory system.	In order to demonstrate compliance with this criterion, Offerors must provide the specification of bar code inventory system being used.	

MT-5 Reporting System	The Offeror must demonstrate that they can provide customized reporting as stated under the section 4.0 of the Statement of Work Annex "A ".		Two Supplier past contracts performed during the last 5 years describing comparable work with contact information for validation. *** To demonstrate experience, the offeror must provide project summaries that each include the following information: • Name of client organization; • Description of project, scope and objectives; • The supplier role, tasks performed, and deliverables submitted; • Duration of project (in format mm-yyyy to mm-yyyy) • Name and contact information of client contact ***
MT-6 Proposed Personnel	The Offeror must identify and provide the contact information for the following individuals who will act as the: Project Manager on behalf of the Offeror for all interactions Related to the offer and Call-ups under the Standing Offer, and Customer Service contact for each geographical region offered. The Project Manager must have a minimum of five (5) years of related experience. The Offeror must provide resumes for the above personnel. The resume(s) should provide details of qualifications and experience.		Resume of the candidate as well as reference information for validation. *** To demonstrate experience, the offeror must provide project summaries that each include the following information: • Name of client organization; • Description of project, scope and objectives; • The supplier role, tasks performed, and deliverables submitted; • Duration of project (in format mm-yyyy to mm-yyyy) • Name and contact Information of client contact ***
MT-7 Destruction Services	The Offeror must demonstrate That they can provide : A certificate right after the document destruction. A mobile destruction kit The document destruction equipment meet protected B requirements	Please provide the model of the equipment being used in accordance with Appendix 1.	

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MT-8 Inventory Services	The Offeror must demonstrate that they have: An effective barcode system; An effective labelling system An effective materiel management system.		The supplier must provide his detailed operational Procedures.

NOTE: SITE VISITS

It should be noted that the evaluation team may conduct an on-site visit to validate that the Offeror's facilities meet the Mandatory Technical Criteria. Failure to pass the site visit will constitute failure to meet the Mandatory Technical Criteria. Notice of the date, time and location of the site visit will be sent by registered mail to the Offeror two working days in advance of the visit.

ATTACHMENT 2 TO PART 3 - PRICING SCHEDULE

Instructions for filling out the Financial Offer (Attachment 2 to Part 3)

If the Offeror is not interested in providing services in a specific region, he must clearly indicate on the Attachment 2 to 3 Financial Offer, services not offered for this region and submit it with the offer.

*** The inclusion of additional notes/exceptions/conditions, associated with the financial offer will not be accepted; and will render the offer non-responsive. ***

If the Offeror is interested in providing services in a region, he must fill out the mandatory Attachment 2 to Part 3 Financial Offer for the region he wishes to provide the service in, and submit it with the offer. When a rate is not identified, it means \$0 for this service.

The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

NOTE: FUEL SURCHARGES

Fuel Surcharge are only applicable on the transportation cost identified under 9.1 and 9.2 below; and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$1.29 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>) the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.

9.1 Transportation - Pick-up/Delivery; Regular Service, within a 90km radius of warehouse locations

9.2 Transportation - Pick-up/Delivery; Rush Service (4h); within a 90km radius of warehouse locations

EN578-211918- B Attachment 2 to Part 3

The rates are the ones valid at time of call-up. Once the call-up has been issued, the rates called out at time of call-up, are now subject to annual CPI adjustments for the duration of the call-up.

April 1 2021 - March 31, 2022							
		Atlantic Region	Quebec Region	National Capital Region	Ontario Region	Western Region	Pacific Region
Description	Unit of Measure	Price	Price	Price	Price	Price	Price
1.1 Record Centre Storage	a. Per Cubic Foot per month						
	b. Per Lineal Foot per month						
1.2 Vault Storage	a. Per Media item per month						
	b. Per Cubic Foot per month						
2. Accession	a. Per Container						
	b. Per File						
	c. Per Media item						
3. Retrieval	a. Per Container						
Regular	b. Per File						
Next Day	c. Per Document						
	d. Per Media item						
4. Retrieval	a. Per Container						
Rush	b. Per File						
4 hours	c. Per Document						
	d. Per Media item						
5. Retrieval	a. Per Container						
Emergency	b. Per File						
2 hours	c. Per Document						

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	d. Per Media item						
6. Retrieval	a. Per Container						
Outside Normal	b. Per File						
Business Hours	c. Per Document						
	d. Per Media item						
7. Retrieval - Unsuccessful	a. Per Unsuccessful Search						
8. Refile	a. Per Container						
Interfile	b. Per File						
	c. Per Document						
	d. Per Media item						
9.1 Transportation - Pick-up/Delivery	a. Per Container - first						
Regular Service	b. Per Container - each additional						
within a 90km radius of warehouse locations	c. Per Media item - first						
(See Notes 1. and 2. below)	d. Per Media item - each additional						
9.2 Transportation - Pick-up/Delivery	a. Per Container - first						
Rush Service (4h)	b. Per Container - each additional						
within a 90km radius of warehouse locations	c. Per Media item - first						
(See Notes 1. and 2. below)	d. Per Media item - each additional						
9.3 Transportation - Pick-up/Delivery	a. Per Container - first						
Emergency Service (2h)	b. Per Container - each additional						
within a 90km radius of warehouse locations	c. Per Media item - first						
(See Notes 1. and 2. below)	d. Per Media item - each additional						
9.4 Transportation - Pick-up/Delivery	Rate per Kilometre, per shipment, per round trip. Travel distance to be determined						

	using Web based resources or, if unavailable, actual kilometres driven whichever is less.						
Regular Service							
outside a 90km radius of warehouse locations							
(See Notes 1. and 2. below)							
10. Alternative Delivery	a. Fax - per page						
	b. Image/FTP						
	Email - per page						
11. Disposition/Delocation	a. Per Container - first						
	b. Per File						
	c. Per Media item - first						
12. Certified Destruction	a. Per Cubic Foot - plant						
(See Note 3. below)	b. Per Cubic Foot - mobile						
(See Note 7. below)	c. Console holding 32 gallon or 100 pounds of paper -Plant						
	d. Bin holding 65 gallon or 230 pounds of paper - plant						
	e. Console holding 32 gallon or 100 pounds of paper-mobile						
	f. Bin holding 65 gallon or 230 pounds of paper-mobile						
	g. Minimum Charge - (paper) Plant						
	h. Minimum Charge - (paper) Mobile						
	i. Per media item						
	j. Minimum Charge - Media item						
13. Accession Volume	a. Per Container						
(See Note 5. below)							

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Volume Incentive (applicable to volumes of 1,000 units or above)	b. Per File						
Unit Price must be no greater than the unit price proposed under section 2. Accession							
	c. Per Media item						
14. Storage Container	a. Letter/Legal (per container)						
(See note 6. below)	b. Reboxing						
15. Hourly Service Rate	a. Hour						
(See Note 4. Below)							

NOTES:

will apply within a 90 km radius of warehouse locations. For Certified Destruction outside a 90 km radius of warehouse locations, the 12.b. cubic foot - mobile price will apply plus 9.4 Delivery kilometer price for all kilometers over and above 180 kilometers. The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.

4-The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements. The Identified User may request a firm price proposal for work from the Contractor, for either of these services, utilizing the Hourly Service rate to establish a proposed price. Upon agreement of a firm price, the Identified User will determine best value to the Government by comparing the proposed firm price to the price calculated utilizing the rates at section 3. and 8. above. Upon determination of best value, the Identified User will authorize the Call-up accordingly.

5-Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.

6-If authorized by the Identified User, the Offeror may replace cartons when the condition of the Carton will not support other Cartons in a standard storage configuration, or when the Carton is not safe for transport or handling. Re-boxing charge includes both the price of the replacement of a Carton and Labor.

7- No more than 20% of total estimated call-up value is to be attributed to document destruction services.

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April 1 2021 - March 31, 2022					
Atlantic Region	Quebec Region	National Capital Region	Ontario Region	Western Region	Pacific Region
When a rate is not identified, it means \$0 for this service.	When a rate is not identified, it means \$0 for this service.	When a rate is not identified, it means \$0 for this service.	When a rate is not identified, it means \$0 for this service.	When a rate is not identified, it means \$0 for this service.	When a rate is not identified, it means \$0 for this service.
The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.	The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.
NOTE: FUEL SURCHARGE	NOTE: FUEL SURCHARGE	NOTE: FUEL SURCHARGE	NOTE: FUEL SURCHARGE	NOTE: FUEL SURCHARGE	NOTE: FUEL SURCHARGE
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Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.	Delivery (transportation) may be provided by the Contractor or as arranged by the Identified User.
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Solicitation No. - N° de l'invitation

EN578-211918/B

Client Ref. No. - N° de réf. du client

EN578-211918/B

Amd. No. - N° de la modif.

File No. - N° du dossier

LS105. EN578-211918/B

Buyer ID - Id de l'acheteur

LS105

CCC No./N° CCC - FMS No./N° VME

For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.	For "12. Certified Destruction" – rates/prices will apply within a 90 km radius of warehouse locations. For "12. Certified Destruction" outside a 90 km radius of warehouse locations, the rate/price will apply plus 9.4 Delivery kilometre price for all kilometres over and above 180 kilometres. The Contractor must pro-rate transportation costs when multiple pickup/delivery stops take place.
Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * 10 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00	Example of per kilometre rate for a pick-up/delivery service outside a 90 km radius of warehouse: * Distance of warehouse location = 110 km * Formula: (110 km X 2) – 180 km = 40 km (Pick-up/delivery distance) * 9.4 Transportation – Pick-up/Delivery - Rate per Kilometre, per shipment, per round trip (Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less) = \$1.00 * Total cost for pick-up/delivery outside 90 km radius of warehouse location: 40 km X \$1.00 = \$40.00
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Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.	Volume Incentive is applicable to volume of 1,000 units and above on a per Call-up basis. To obtain Volume Incentive, Identified Users must provide entire quantity of items on a Call-up within 5 working days of the Call-up date.

If the Offeror is interested in providing services, the following Basis of Payment for the region is MANDATORY and must be completed and submitted with the offer.

When a rate is not identified, it means \$0 for this service.

The Offeror's prices are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of this RFSO. All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Fuel Surcharge provision, identified below, is not applicable for the purpose of the financial evaluation of Offers but rather will be in effect during Standing Offer performance.

NOTE: FUEL SURCHARGES

Fuel Surcharge are only applicable on the transportation cost identified under 9.1 and 9.2 below; and are to be invoiced in accordance with the following computation:

The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge.

For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>)

the Offeror will implement a 1% increase/decrease to the fuel surcharge percentage %.

The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the firm's invoice.


CERTIFICATIONS ATTACHMENT 3 to PART 3

Certifications and Additional Information

A duly completed and signed attachment 3 to part 3 will form part of the resulting Standing Offer.

1. General Information	
The Bidder is a Joint Venture	Yes () or No ()
Solicitation No.	
Bidder Legal Name	
Procurement Business Number (PBN)	
Bidder Address	
Name of Contact Person	
Phone Number	
E-Mail Address of Contact Person	
Applicable Law	(choose a Province)

2. Certifications Required with the Bid (Bidders must submit the following duly completed certifications as part of their bid.)
Integrity Provisions - Declaration of Convicted Offences In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable , the declaration form available on the Forms for the Integrity Regime website (http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html), to be given further consideration in the procurement process.

3. Certifications Precedent to Contract Award and Additional Information
3.1 Federal Contractors Program for Employment Equity - Default by the Contractor (from template & Supply Manual Annex 5.1) The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the " FCP Limited Eligibility to Bid " list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract. The accuracy of the AIEE number can be confirmed by comparing it with the number listed for that organization/bidder in the FCP List of Certified Employers on the Federal Contractors Program  page. Please provide the necessary evidence of compliance with the FCP, namely a valid and current Agreement to Implement Employment Equity (AIEE) duly signed by an authorized executive of the company or a valid AIEE number issued by Employment and Social Development Canada – Labour (ESDC – Labour). Check only one of the following : (from previous Certifications) () The Bidder certifies having no work force in Canada. () The Bidder certifies being a public sector employer.

- () The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- () The Bidder certifies having a combined workforce in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- () The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.

3.2 Status and Availability of Resources*(A3005T)*

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

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

() I understand and certify

3.3 Education and Experience*(A3010T)*

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

() I understand and certify

3.4 Price Certification - Canadian-based Suppliers (other than agency and resale outlets)*(C0002T)*

The Bidder certifies that the price proposed

- is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- does not include any provision for discounts to selling agents.

() I understand and certify

3.5 Canadian Content Certification (A3050T)

The Bidder certifies that the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

() I understand and certify

3.6 Former Public Servant (A3025T)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a

former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

3.7 Electronic Payment of Invoices

(from template)

Canada requests that Bidders select one of the following:

- () Electronic Payment instruments will not be accepted for payment of invoices.
- () Electronic Payment Instruments will be accepted for payment of invoices; if yes, please select any of the following Electronic Payment Instrument(s):
- () Visa Acquisition Card;
- () MasterCard Acquisition Card;

Signature

Date

ANNEX "F"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavor 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. 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. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but

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

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.

Automobile Liability Insurance

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. 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 endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation

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ANNEX "G1"

FACILITIES BY GEOGRAPHICAL REGION

Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.

Geographical Region: Atlantic

Location			Storage				Destruction Paper	
City/ Province	Street Address and Postal Code	Protected B Cleared	Records	Vault	Occupied capacity (number of container)	Unoccupied capacity (number of container)	Plant	Mobile

Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must ensure that locations stated above and individuals employed for this work meet all safeguarding requirements:

Name:

Signature:

Date:

The Company Security Officer certifies that the offeror and proposed individual (s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

ANNEX "G2"

FACILITIES BY GEOGRAPHICAL REGION

Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.								
Geographical Region: Quebec								
Location			Storage				Destruction Paper	
City/ Province	Street Address and Postal Code	Protected B Cleared	Records	Vault	Occupied capacity (number of container)	Unoccupied capacity (number of container)	Plant	Mobile

Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must ensure that locations stated above and individuals employed for this work meet all safeguarding requirements:

Name:

Signature:

Date:

The Company Security Officer certifies that the offeror and proposed individual (s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

ANNEX "G3"

FACILITIES BY GEOGRAPHICAL REGION

Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.

Geographical Region: National Capital

Location			Storage				Destruction Paper	
City/ Province	Street Address and Postal Code	Protected B Cleared	Records	Vault	Occupied capacity (number of container)	Unoccupied capacity (number of container)	Plant	Mobile

Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must ensure that locations stated above and individuals employed for this work meet all safeguarding requirements:

Name:

Signature:

Date:

The Company Security Officer certifies that the offeror and proposed individual (s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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ANNEX "G4"

FACILITIES BY GEOGRAPHICAL REGION

Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.

Geographical Region: Ontario

Location			Storage				Destruction Paper	
City/ Province	Street Address and Postal Code	Protected B Cleared	Records	Vault	Occupied capacity (number of container)	Unoccupied capacity (number of container)	Plant	Mobile

Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must ensure that locations stated above and individuals employed for this work meet all safeguarding requirements:

Name:

Signature:

Date:

The Company Security Officer certifies that the offeror and proposed individual (s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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ANNEX "G5"

FACILITIES BY GEOGRAPHICAL REGION

Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.

Geographical Region: Western

Location			Storage				Destruction Paper	
City/ Province	Street Address and Postal Code	Protected B Cleared	Records	Vault	Occupied capacity (number of container)	Unoccupied capacity (number of container)	Plant	Mobile

Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must ensure that locations stated above and individuals employed for this work meet all safeguarding requirements:

Name:

Signature:

Date:

The Company Security Officer certifies that the offeror and proposed individual (s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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ANNEX "G6"

FACILITIES BY GEOGRAPHICAL REGION

Civic address information is required for all warehouse(s) (buildings) and the service(s) provided at each location.

Geographical Region: Pacific

Location			Storage				Destruction Paper	
City/ Province	Street Address and Postal Code	Protected B Cleared	Records	Vault	Occupied capacity (number of container)	Unoccupied capacity (number of container)	Plant	Mobile

Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must ensure that locations stated above and individuals employed for this work meet all safeguarding requirements:

Name:

Signature:

Date:

The Company Security Officer certifies that the offeror and proposed individual (s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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ANNEX "H"
UTILIZATION REPORT

MONTHLY AVERAGE USAGE		TOTALS		
		Atlantic	Central	Western
1.1 Record Centre Storage	a. Per Cubic Foot per month			
1.2 Vault Storage	a. Per Media item per month			
2. Accession	a. Per Container			
3. Retrieval <u>Regular</u>	a. Per Container			
	b. Per File			
8. Refile Interfile	a. Per Container			
	b. Per File			
	c. Per Document			
	d. Per Media item			

11. Disposition/Delocation	a. Per Container			
	b. Per File			
	c. Per Media item			
12. Certified Destruction - Paper	a. Per Cubic Foot - plant			
	b. Per Cubic Foot - mobile			

Note: this Annex is provided as an example of fields and format expected. The offeror is invited to provide utilization report adjusted to its particular region