



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

Bid Receiving  
Royal Canadian Mounted Police  
Procurement and Contracting Services  
5th floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

Réception des soumissions  
Gendarmerie royale du Canada  
Service des acquisitions et des marchés,  
5e étage, 10065, avenue Jasper N.O.  
Edmonton, AB T5J 3B1

**INVITATION TO TENDER**

Tender to: Royal Canadian Mounted Police

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

**APPEL D'OFFRES**

Soumission aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Mobile Shredding for Protected “B” – High Volume Commercial Destruction: Confidential (HVCD-C) K Division Headquarters		<b>Date</b> August 23, 2021 / 23 août 2021
<b>Solicitation No. – N° de l’invitation</b>		M5000-21-03805/A
<b>Client Reference No. - No. De Référence du Client</b> 2021-03805		
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At / à :</b>	2:00 PM / 14h00 Heure	MDT (Mountain Daylight Time) HAR (heure avancée des Rocheuses)
<b>On / le :</b>	September 22, 2021 / 22 septembre 2021	
<b>Delivery - Livraison</b> See herein - Voir aux présentes	<b>Taxes - Taxes</b> See herein - Voir aux présentes	<b>Duty – Droits</b> See herein - Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shawn Balaski, <a href="mailto:shawn.m.balaski@rcmp-grc.gc.ca">shawn.m.balaski@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 780-670-8592	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>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)</b>		
<b>Signature</b>	<b>Date</b>	



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

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

### 1.2 Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://Buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

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

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



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### **2.2 Submission of Bids**

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

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

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



## 2.4 Applicable Laws

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

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

## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [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, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and



- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Bids must meet all the mandatory requirement specifications listed at Annex "B" Mandatory Technical Criteria. Failure to meet the Criteria will render the bid non-responsive and the bid will be given no further consideration.

**PRIOR TO CONTRACT AWARD THE RCMP AND/OR PWGSC/CISD WILL VERIFY THAT THE SHREDDER WILL MEET ALL MANDATORY REQUIREMENTS.**

The following information must be provided:

Make of Shredder: \_\_\_\_\_

Model of Shredder: \_\_\_\_\_

**4.1.2 Financial Evaluation**

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

The total assessed bid price will be calculated in the following method as referred to at Annex "C", the Basis of Payment.

1. The firm unit price provided by the bidder will be multiplied by the estimated usage to achieve an extended price for each line item.
2. The sum of the line items extended price within a table will equal the Total Table Price.
3. The sum of the Total Table Price for tables 1d, 2d and 3d, will equal the Total Assessed Bid Price.



## 4.2 Basis of Selection – Mandatory Technical Criteria

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to the [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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.



### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Independent Bid Determination**

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

#### **5.1.3.2 Former Public Servant – See Annex "F"**

#### **5.1.3.3 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "E".

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

6.1.1 The following security requirements (SRCL at Annex "D" and related clauses) apply and form part of the Contract.

The Contractor (if an individual) and all of the contractor's personnel and/or subcontractors who may work on site must hold a valid "Facility Access 2 with Escort" issued by RCMP Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed access to the site of the work.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

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



**6.3.1 General Conditions**

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to October 31, 2024 inclusive

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shawn Balaski  
Royal Canadian Mounted Police  
Telephone: 780-670-8592  
Facsimile: 780-454-4527  
E-mail address: [shawn.m.balaski@rcmp-grc.gc.ca](mailto:shawn.m.balaski@rcmp-grc.gc.ca)

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

**6.5.2 Project Authority (The Project Authority will be identified at Contract Award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Royal Canadian Mounted Police  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_@rcmp-grc.gc.ca

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



### 6.5.3 Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is:  
*(The Contractor's Representative will be identified at Contract Award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "C" for a cost of \$ \_\_\_\_\_ *(Amount to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.7.2 Monthly Payment

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

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

### 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*Bidder to insert the name of the province or territory*)

### 6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2010C (2020-05-28) General Conditions – Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex C, Basis of Payment;
- e) Annex D, Security Requirements Check List (*if applicable*);
- f) Annex E, Insurance Requirement;
- g) the Contractor's bid dated \_\_\_\_\_ (*To be entered at contract award*)

### 6.12. Procurement Ombudsman

#### 6.12.1 Dispute Resolution Services

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

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

#### 6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

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



### **6.13 Insurance – Specific Requirements**

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

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

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

### **6.14 Environmental Considerations**

Where applicable, the contractor is encouraged to:

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
- Shipping Requirements:
  - Minimize packaging
  - Include recycled content in packaging;
  - Re-use packaging;
  - Include a provision for a take-back program for packaging;
  - Reduce/eliminate toxics in packaging.



## ANNEX "A"

### STATEMENT OF WORK

#### High Volume Commercial Destruction of Paper and IT Media Royal Canadian Mounted Police (RCMP) "K" Division Headquarters

##### **RCMP Protected "B" paper documents – to be destroyed to High Volume / Commercial Destruction: Confidential (HVCD-C) standard. Particle size to be 300 square mm or less - corresponding disintegrator screen size is 13 mm (1/2")**

To provide secure on-site or mobile paper and/or material document destruction services in accordance with RCMP destruction standards outlined in Appendix A-1. Paper documents include, but are not limited to, correspondence, memoranda, books, plans, maps, drawings, diagrams, photographs, and any other paper documents. IT media refers to such things as, but not limited to, optical media (CD / DVD), film, microfilm, sound records, videotapes, machine readable records and any other similar type of material.

##### **Mobile Destruction Units**

Mobile shredding equipment with the minimum capability of producing a 300 square mm particle size for paper. This size of particle is the required minimum for High Volume Commercial Destruction of RCMP Protected B information, as described in Appendix "A"

IT Media destruction must meet, as per Table 2 of the CSEC standards for Protected B: Magnetic Tape – cut to less than 50 mm in length; Optical Media (CD/DVD) – particles less than 160 square mm area; Miniature Electronic Device – particles less than 40 sq. mm area (note that this is equivalent to particles ~1/4" by 1/4").

Material will be considered as non-sensitive / unclassified after destruction.

The RCMP in conjunction with Public Works and Government Services Canada (PWGSC) / Canadian Industrial Security Directorate (CISD) will inspect shredding equipment on an as required basis to ensure compatibility with the above noted criteria. Such inspection may take place at any time during or after the procurement process.

##### **Equipment**

The Vendor must provide, at no additional cost to the RCMP, secured consoles for the collection of documents and/or materials. All consoles (top or front load) must be able to be securely locked. Three keys for each console must be provided to the RCMP at time of drop off containers. The definition of console is, but is not limited to, large rolling bins, Shaffers, and boxes. The containers are to remain at the "K" Division Headquarter building until end of contract. The Vendor must be able to supply additional consoles within two weeks of being asked by the RCMP to do so. Any additional console must also be provided at no additional cost.

##### **Specifications Regarding Frequency of Destruction and Pick-Up Services**

The services are to be provided on an "as and when requested" basis for the duration of the contract. It is expected that destruction services will be required on a bi-weekly basis, however this is to be negotiated at the time of award.

The Vendor will supply a mobile hard drive punch once a month for on-site destruction of IT Media prior to conducting on-site mobile shredding.

The Vendor is to walk through K Division Headquarters and collect the containers in a secure manner. Once all containers are collected, Vendor is to ensure same-day destruction. Vendor will be escorted by an RCMP delegate at all times.



### **Certification of Destruction**

Vendor must supply a Certificate of Destruction after every load destroyed. The certificate must contain the following information:

- Type of destruction (i.e. paper documents and / or IT media);
- Date of destruction;
- Signature of the RCMP delegate who witnessed the destruction;
- Full given name and signature of the person who carried out the destruction on behalf of the Vendor;
- Number of consoles that were emptied and destroyed, and any additional number of banker box that has been destroyed;
- Volume of material destroyed.
- License plate number of the vehicle used for destruction;
- Make and model of the equipment used to destroy the product.

### **Waste Disposal**

The Vendor is fully responsible for the disposal of the shredded waste. Shredded waste must be recycled. This includes IT media waste.

### **Subcontracting**

The Vendor at no point will be allowed to subcontract any part of this contract.

### **Reviews**

Quarterly review must be conducted to review service levels and requirements needed. The RCMP maintains the right to adjust service levels as needed. This includes the console size, the number of consoles being utilized for the collection of documents and/or material, and the frequency of shredding services.

### **Fuel Surcharges**

The RCMP will not pay fuel surcharges.

### **Dress code**

All service representatives coming onto RCMP property must be in standard uniform with photo ID.



## APPENDIX A-1

### Summary of RCMP Paper Destruction Standards

**High Volume** in this context means at least 1200L / 2500 lbs. (e.g.: 10 large commercial plastic wheeled waste bins) or more of total volume destroyed and intermingled in a single session or successive and cumulative sessions.

#### **High Volume / Commercial Destruction: Confidential (HVCD-C)**

The RCMP Standard for *High Volume* destruction of Confidential documents on paper is **300mm<sup>2</sup>** or less. At this size, dimensions do not govern and the standard is set by area. The corresponding disintegrator screen size is 13mm (1/2”).

#### **IT Media are categorized as:**

##### Magnetic Media:

- Hard-disc drive (HDD)
- Floppy disks
- Magnetic tape (DAT cartridge, back-up tape, reel-to-reel, audio cassette, VHS, Beta, Digital Linear Tape, etc.)
- Magnetic stripe cards

##### Optical Media:

- CDs
- DVDs

##### Miniature Electronic Storage Devices:

- USB Thumb Drives
- PDAs, including BlackBerries and other “Flash” memory (EEPROM) devices
- Miniature glass-disk drives



The table below is derived from the CSEC guide to ITSG-06 and summarizes the current RCMP Physical Destruction Test Standards for IT media destruction.

**Table: Destruction Size Standards for IT Media**

Medium	Security Classification	Particle Size	Disintegrator screen	Comments
Hard Drives	Protected A Protected B	<5800 mm <sup>2</sup> area	1.5" (38mm)	1.5" dia screen will produce particles smaller than 5800mm <sup>2</sup>
	Confidential Secret Top Secret Protected C	<40mm <sup>2</sup> area	1/4"	Top Secret <u>must</u> be triple overwritten or degaussed prior to physical destruction to the 40 mm <sup>2</sup> (1/4" screen) standard.
Magnetic tape	Protected A Protected B	<50 mm (2") length	1/2" (12.5mm)	
	Confidential Secret Top Secret Protected C	<6 mm (1/4") length	1/4" (6mm)	
Stripe Cards	Protected A Protected B	<160mm <sup>2</sup> area	1/2" (12.5mm)	Cards as assets or for access to facilities normally only need to be rendered unusable.
	Confidential Secret Top Secret Protected C	<40mm <sup>2</sup> area	1/4" (6mm)	Do not confuse access gained by a stripe card with information contained on the card (text or data).
Miniature Electronic Devices	Protected A Protected B	<40mm <sup>2</sup> area	1/4" (6mm)	Cell phones and PDAs may create health hazards when shredded or disintegrated to very small particles. Until a regulatory agency issues guidance, the RCMP will not specifically approve equipment for the destruction of these items regardless of actual destruction capability.
	Confidential Secret Protected C	<6mm <sup>2</sup> area	3/32" (2mm)	
	Top Secret	<6mm <sup>2</sup> area	3/32" (2mm)	
Optical Media	Protected A Protected B	<160mm <sup>2</sup> area	1/2" (12.5mm)	Manually breaking CD/DVD is sufficient for Protected A.
	Confidential Secret Protected C	<40mm <sup>2</sup> area	1/4" (6mm)	
	Top Secret	<10mm <sup>2</sup> area	1/8" (3mm)	



**ANNEX "B"**

**MANDATORY TECHNICAL CRITERIA**

Bidders must address each Mandatory Criteria listed below (M1. To M4.) by indicating with a check mark, "Meets" or "Does not Meet".

Documentation must be provided to clearly demonstrate how each criteria is met. Failure to meet will render the bid non-responsive and it will be given no further consideration.

Requirement	Meets	Does not Meet
<b>Mobile Destruction Units</b>		
Mobile shredding equipment approved for paper destruction per High Volume / Commercial Destruction: Confidential (HVCD-C). Particle size must be 300 mm <sup>2</sup> or less. The corresponding disintegrator screen size is 13 mm (1/2")		
<b>M1.</b> Provide make and model of Shredder.  <b>Part 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION</b> <b>4.1. Evaluation Procedures</b> <b>4.1.1.1 Mandatory Technical Criteria</b> PRIOR TO CONTRACT AWARD THE RCMP AND/OR PWGSC/CISD WILL VERIFY THAT THE SHREDDER WILL MEET ALL MANDATORY REQUIREMENTS.		
<b>Consoles</b>		
<b>M2.</b> Provide pictures of consoles available and description of capacities.		
<b>Certificate of Destruction</b>  Vendor must supply a Certificate of Destruction after every load is destroyed in accordance to Annex "A", Certification of Destruction		
<b>M3.</b> Provide a sample of a certificate of destruction		
<b>Recycled</b>		
<b>M4.</b> Provide description of how destroyed documents are recycled.		



**Annex "C"**

**BASIS OF PAYMENT**

Prices are firm. Prices are in Canadian Dollars.

DDP Destination

Prices are an all-inclusive cost (including fuel and consoles)

GST is extra and must be shown as a separate line on the invoice

Estimated usages are for evaluation purposes only. Actual usage may vary from the amounts shown.

Estimated number of consoles required is 35 based on a measurement of 40" x 24" x 30"

Should there be an error in the extended pricing of the bid, the unit pricing will prevail and the extended pricing shall be corrected for evaluation purposes.

Table 1d – First 36 month period (dates inserted at Contract Award)

Item	Description	Estimated Monthly Usage	Price per gallon	Extended Price / Month
1	Mobile Shredding Service - Documents	4,550 gallons	\$	\$
Extended price multiply by 36 Months				\$ X 36
<b>1.d.1 Subtotal</b>				\$

Item	Description	Estimated Usage for 36 month period	Price per gallon	Extended Price
2	Mobile Shredding Service - Media	126 gallons	\$	\$
<b>1.d.2 Subtotal</b>				\$

Item	Description	Additional Call Outs – on an "As and when requested" basis	Additional Cost per Call out	Extended Price
3	Additional Requirements	10 call outs	\$ (Includes first 90 gal.)	\$
<b>1.d.3 Subtotal</b>				\$

Table 1d – Total Price – 1.d.1 + 1.d.2 + 1.d.3 = \$ \_\_\_\_\_



Table 2d – First 12 month option period (dates inserted at Contract Award)

Item	Description	Estimated Monthly Usage	Price per gallon	Extended Price / Month
1	Mobile Shredding Service - Documents	4,550 gallons	\$	\$
Extended price multiply by 12 Months				\$ X 12
<b>2.d.1 Subtotal</b>				\$

Item	Description	Estimated Usage for 12 month period	Price per gallon	Extended Price
2	Mobile Shredding Service - Media	42 gallons	\$	\$
<b>2.d.2 Subtotal</b>				\$

Item	Description	Additional Call Outs – on an “As and when requested” basis	Additional Cost per Call out	Extended Price
3	Additional Requirements	10 call outs	\$ (Includes first 90 gal.)	\$
<b>2.d.3 Subtotal</b>				\$

Table 2d – Total Price – 2.d.1 + 2.d.2 + 2.d.3 = \$ \_\_\_\_\_



Table 3d – Second 12 month option period (dates inserted at Contract Award)

Item	Description	Estimated Monthly Usage	Price per gallon	Extended Price / Month
1	Mobile Shredding Service - Documents	4,550 gallons	\$	\$
Extended price multiply by 12 Months				\$ X 12
<b>3.d.1 Subtotal</b>				\$

Item	Description	Estimated Usage for 12 month period	Price per gallon	Extended Price
2	Mobile Shredding Service - Media	42 gallons	\$	\$
<b>3.d.2 Subtotal</b>				\$

Item	Description	Additional Call Outs – on an “As and when requested” basis	Additional Cost per Call out	Extended Price
3	Additional Requirements	10 call outs	\$(Includes first 90 gal.)	\$
<b>3.d.3 Subtotal</b>				\$

Table 3d – Total Price – 3.d.1 + 3.d.2 + 3.d.3 = \$ \_\_\_\_\_

**Calculation of Total Assessed Bid Price**

Table 1d Total	\$
Table 2d Total	\$
Table 3d Total	\$
<b>Total Assessed Bid</b>	\$



**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

*(insert if applicable)*



## ANNEX "E"

### INSURANCE REQUIREMENT

#### COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will 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.
  - l. Owner's or Contractor's Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.



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

**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.



## ANNEX "F"

### FORMER PUBLIC SERVANT CERTIFICATION

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: 2012-2](#) 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.

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.



**ANNEX "G"**

**LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

*(attached at the end of the document)*



**ANNEX “H” to PART 5**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

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

\_\_\_\_\_  
(Name of Tendering Authority)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter “Bidder”])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;



7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids;except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)