



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

Brianne.Leach@rcmp-grc.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires:

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Closed Circuit Video Equipment (CCVE) Signage		Date September 28, 2021
Solicitation No. – N° de l'invitation 202103134		
Client Reference No. - No. De Référence du Client 202103134		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00 hrs (2pm)	EDT (Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	October 15, 2021	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Brianne.Leach@rcmp-grc.gc.ca		
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Requirement

The requirement is detailed under Annex "A" of the resulting contract clauses.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

The Nunavut Agreement.

1.3.1 Nunavut Land Claims Agreement (NLCA)

For advice and guidance on how to apply federal government procurement in the Nunavut Settlement Area and the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area, contact the Strategic Policy Sector's Indigenous Involvement in Procurement Division at: PA Contrats Nunavut / AP Nunavut Contracts (TPSGC/PWGSC).

Canada's free trade agreements pose no impediment to the inclusion of measures including set asides, for the benefit of Indigenous Peoples and businesses in a procurement. This applies to procurement obligations pursuant to all Modern Treaties (Comprehensive Land Claims Agreements).

1.4 Debriefings

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

1.5. Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the [Buyandsell.gc.ca](https://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>) 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.

Le paragraphe 5.4 du document [2003](#), Instructions uniformisées – biens ou services – besoins concurrentiels, est modifié comme suit :

Supprimer : 60 jours
Insérer : 90 jours

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 10 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 Ontario.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit its complete **email** bid in separately saved and attached sections as follows:

- Section I: Technical Bid** (upon request only)
- Section II: Financial Bid** (one soft copy in PDF format)
- Section III: Certifications** (one soft copy in PDF format)

Important Note:

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. delay in transmission or receipt of the bid;
- f. failure of the Bidder to properly identify the bid;
- g. illegibility of the bid; or
- h. security of bid data.



A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

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

Section I: Technical Bid

Upon request only, if any, Bidder(s) must submit their Technical Samples in accordance with 4.1.1.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

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

To complete the technical evaluation in order to confirm an Bidder's capability of meeting the technical specifications, the lowest cost Bidder(s) will be requested to provide one (1) finished sample of the sign and one (1) finished sample of the stencil for evaluation. The samples must be submitted within 15 days upon request from the Technical Authority at the Bidder's expense. The Bidder must ensure that the required samples are manufactured in accordance with the technical specifications. The technical specifications are those as illustrated in the Drawings at Appendix "A". The evaluation member(s) will evaluate the samples in accordance with Annex "A" and Appendices "A" and "B".

The samples must be clearly identified with the following information: Solicitation Number, Bidder Name, and the Title as per applicable Appendix.



Should any one (1) of the Bidder's technical sample(s) be deemed non-compliant, the next lowest Bidder(s) will be requested to provide the finished samples, until an Bidder is deemed compliant. Each one (1) of the finished samples must be deemed compliant. The Bidder will be deemed non-compliant should any one (1) of the finished samples be deemed non-compliant.

The Bidder's samples (if requested) will be returned, after Contract award, at Canada's expense.

4.1.2 Evaluation Methodology

- (a) Bidders will be assessed in accordance with the entire requirement of the Request for Proposal including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the proposals in accordance with Annex "A" – Statement of Requirement, including Appendices "A" and "B".
- (c) The evaluation will be conducted as follows:
 - (i) Financial Evaluation
 - (ii) Technical Evaluation

4.1.3 Financial Evaluation

1. Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing.
2. The evaluated price is the extended price, calculated by multiplying the Quantity by the Unit Price offered by the Bidder.

4.2 Basis of Selection – Mandatory Technical Criteria Only

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 "X") has been developed by the federal Competition Bureau for use by the Contracting 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.



6.2 Statement of Requirement

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [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

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

6.3.2 Requisition on Contract (ROC)

- (a) **Purpose of ROC:** Goods to be provided under the Contract on an "as and when requested" basis will be ordered by Canada using a Requisition on Contract ("ROC").
- (b) **Process for Issuing a ROC**
 - 1. Authorized ROCs against this Contract will be made using a duly completed form identified in Annex C by methods such as facsimile and electronic mail.
 - 2. A ROC will be prepared by the Identified Users named at section 5.7 and then sent to the Contractor.
 - 3. The ROC will be processed in accordance with and contain the information listed in Annex A. The ROC will also include the basis of payment as specified in the Contract.
- (c) **Authority to Issue a ROC:** Any ROC with a value less than or equal to \$10,000.00 (including Applicable Taxes) may be issued by the Identified user named in the Contract. Any ROC with a value greater than this amount must be sent directly by the Contracting Authority for processing. By providing written notice to the Contractor, the Contracting Authority may suspend the Identified User named in the Contract to issue ROCs at any time.
- (d) **Contents of a ROC:** The ROC must contain the following information, if applicable:
 - (i) a ROC number;
 - (ii) the details of any financial coding to be used;
 - (iii) quantity and description of goods being ordered;
 - (iv) the delivery date(s);
 - (v) the specific delivery location/point;
 - (vi) the firm unit price payable to the Contractor;



(e) Charges for Goods under a ROC: The Contractor must not charge Canada anything more than the price set out in the ROC unless Canada has issued a ROC amendment authorizing the increased expenditure.

(f) Delivery (to be filled in only at contract award).

Within 15 calendar days from the date of the Requisition on Contract (ROC)

No minimum order restrictions will be accepted. While every effort is made to place regular orders containing multiple items, the Contractor must be prepared to ship in small quantities. For extraordinarily large orders that may require additional delivery time, the Contractor must make every reasonable effort to delivery with the shortest possible delay and must notify the consignee of their best delivery schedule.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to August 31, 2022 inclusive.

6.4.2 Delivery Date

All the deliverables must be received on or before the date specified in the Request on Contract (ROC).

6.4.3 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- The Nunavut Agreement.

6.4.4 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brianne Leach
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Directorate: Procurement and Contracting
Address: 73 Leikin Drive, Nepean ON K1A 0R2, Mailstop #15

E-mail address: Brianne.Leach@rcmp-grc.gc.ca

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



6.5.2 Project Authority *(to be provided at contract award):*

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Requisition on Contract

In consideration of the Contractor satisfactorily completing all of its obligations under the Requisition on Contract (ROC), the Contractor will be paid firm unit prices, as specified in Annex B – Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 Limitation of Expenditure - Cumulative Total of all Requisition on Contracts

6.7.1 Canada's total liability to the Contractor under the Contract for all authorized Requisition on Contracts (ROCs), inclusive of any revisions, must not exceed the sum of \$43,500.00. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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



6.8 Periodic Usage Report - Contract with Requisition on Contract (ROC)

The Contractor must compile and maintain records on its provision of work to the federal government under authorized Requisition on Contracts issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If work is not provided during a given period, the Contractor must still provide a "NIL" report. The reported data must be submitted in accordance with instructions at Annex D.

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

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement - Details

A detailed and current record of all authorized work must be kept for each contract with a Requisition on Contract process. This record must contain:

For each authorized ROC:

- (i) the authorized ROC number or ROC revision number(s);
- (ii) a title or a brief description of each authorized ROC;
- (iii) the total estimated cost specified in the authorized ROC of each work, GST or HST extra;
- (iv) the start and completion date for each authorized ROC; and
- (v) the active status of each authorized ROC, as applicable.

For all authorized ROC:

(i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized ROCs; and

(ii) the total amount, GST or HST extra, expended to date against all authorized ROCs.

6.9 Invoicing Instructions

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- (c) Invoices and order confirmations can be sent via e-mail to the email address provided in the ROC:
- (d) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.



6.10 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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A General conditions: Goods (medium complexity) (2020-05-28);
- (c) Annex **A**, Statement of Requirement including Appendices A and B;
- (e) Annex **B**, Basis of Payment;
- (f) Annex **C**, Delivery Points;
- (g) Annex **D**, Requisition on Contract (ROC) Form;
- (h) Annex **E**, Periodic Usage Report;
- (i) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))

6.13 Procurement Ombudsman

6.13.1 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, or by web at www.opo-boa.gc.ca.

6.13.2 Contract Administration

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

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



6.14 Insurance

SACC *Manual* clause G1005C (2016-01-28) Insurance – No Specific Requirements

6.15 SACC Manual Clauses

SACC *Manual* clause B7500C (2006-06-16) Excess Goods

SACC *Manual* clause D2000C (2007-11-30) Marking

SACC *Manual* clause D2001C (2007-11-30) Labeling

SACC *Manual* clause D2025C (2017-08-17) Wood Packaging Materials

SACC *Manual* clause D6010C (2007-11-30) Palletization

6.16 Shipping Instructions

6.16.1 Shipping Instructions - Delivery at Destination

Goods must be consigned and delivered to the destination specified in the ROC and delivered: Incoterms 2010 "Delivery Duty Paid".



ANNEX "A"

STATEMENT OF REQUIREMENT

REQUIREMENT

The Royal Canadian Mounted Police (RCMP) has a requirement for the provision of all labour and materials to manufacture, supply and deliver Closed Circuit Video Equipment (CCVE) Signage for various RCMP detachments and cells across Canada. The Contractor must prepare and provide, on an "as and when requested" basis, one (1) sign and one (1) reusable stencil as per the below noted signage specifications for each delivery point as identified in Annex "C".

SPECIFICATIONS

The Contractor must produce signage and signage templates as per the requirements, and in accordance with the drawings provided, as follows:

CELL BLOCK AREA SIGNAGE:

Cell block signage must be produced as per drawing CCVE Cell Block sign-RECORDING IN PROGRESS attached as Appendix "A":

- Sign must be sized at 600 millimetres (mm) (24 inches (")) X 915 millimetres (mm) (36 inches (")). The sign must be 32 font (in a font that is in compliance with Federal Identity Program (FIP) standards) and each symbol/letter to be in black colour;
- Print full color image on white background consisting of 3 mm (1/8") DIBOND® (or equivalent) with 0.012" thick aluminum skins on both sides (front and back);
- Apply one (1) coating of UltraViolet clear protection on the front;
- Digitally cut 12.5mm (1/2") radius corners. Mounting holes pre-drilled at each corner, center of hole to 3/4" from the edge of sign. Holes to be drilled at 19mm (3/4") from the edge of sign, equally spaced, and no more than 300mm (12") between holes along the edges. Holes must be drilled to accommodate hardware identified below.

The Contractor must provide the following with each sign:

- Expanding (or double-expanding) fasteners minimum 1" to maximum 1.5" and 1/4"-20 Unified National Course Thread (UNC) (or equivalent thread course thread) pan-head screws. The number of fasteners must correspond with number of pre-drilled holes;
- For plywood construction (Type B), the fasteners must be 1" to maximum 1.5" #10 pan-head wood screws. Contractor must provide two (2) 1.75" #10 pan-head wood screws with each sign.

STENCIL:

Stencil must be produced as per drawing CCVE Stencil – 24" x 24" attached as Appendix "B":

- Stencil size must be 600 mm (24") X 600 mm (24") with stencil print/symbol area at 560mm (22") X 560 mm (22");
- All letters must be 60-point stencil font;
- The stencil must be compatible with both epoxy and aerosol paint application.



LANGUAGE REQUIREMENTS

Sign and template must be bilingual (English and French).

DELIVERY

The Contractor must deliver the signage within 15 days of order unless otherwise indicated in the Request on Contract (ROC) document. Installation of the signage is outside of scope for this Contract.

The Contractor must respect environmental considerations when performing work for the Government of Canada. These considerations must include, but are not limited to:

1. Using low volatile organic compound (VOC) paints, if applicable.
2. Recycling of all packaging material.

Shipping Requirements: Where applicable, the Contractor is encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxins in packaging.



ANNEX "B"
BASIS OF PAYMENT

Item	A. Description	B. Firm Quantity	C. Firm Unit Price (CAD)	D. Extended Price (CAD) (B x C) excluding taxes
001	Sign	54	\$	\$
002	Stencil	54	\$	\$
			Total	\$



ANNEX "C"

DELIVERY POINTS

Delivery Location Number	Build. text	Street	City	Province	Postal Code
1.	B0236 HOPEDALE DET	11 Government Rd	Hopedale	NL	A0P 1G0
2.	B0431 MAKKOVIK DETACHMENT (OLD)	1 Seaview Cres	Makkovik	NL	A0P 1J0
3.	B2002 MAKKOVIK DET 6-8 MIDDLE DR	6-8 Middle Dr	Makkovik	NL	A0P 1J0
4.	B0394 NAIN DET	35 Ikajuktauvik Rd	Nain	NL	A0P 1L0
5.	B0799 RIGOLET DET	6 Wolfrey's Lakeview Dr	Rigolet	NL	A0P 1P0
6.	E0896 NEW AIYANSH DET	117 Nass Rd/Fed Way	New Aiyansh	BC	V0J 1A0
7.	V0772 ARCTIC BAY DET	Lot 222, Plan 3179, PO Box 162	Arctic Bay	NU	X0A 0A0
8.	V0720 QIKIQTARJUAQ DET	L234, P2311& L12 P599, PO 5	Qikiqtarjuaq	NU	X0A 0B0
9.	V0959 CAPE DORSET/KINNGAIT DET	L247, P63587, LTO 1273, PO 120	Kinngait	NU	X0A 0C0
10.	V0851 CLYDE RIVER DET	Pt Lot 39, Plan 604, PO Box 10	Clyde River	NU	X0A 0E0
11.	V0126 IQALUIT DET	960 Federal Rd., PO Bag 500	Iqaluit	NU	X0A 0H0
12.	V0097 GRISE FIORD DET	L152, P99468, LTO 3476, PO 82	Grise Fiord	NU	X0A 0J0
13.	V0646 HALL BEACH/SANIRAJAK DET	Lot 151, Plan 2041, PO Box 31	Sanirajak	NU	X0A 0K0
14.	V0958 IGLOOLIK DET LOT 51-2	Lot 51-1: 51-5, Plan	Igloolik	NU	X0A 0L0



		56605, PO 119			
15.	V0094 KIMMIRUT DET TRANS	Lot 174, Plan 77203, PO Box 59	Kimmirut	NU	X0A 0N0
16.	V0919 PANGNIRTUNG DET	Lot 476, Plan 72253, PO Box 103	Pangnirtung	NU	X0A 0R0
17.	V0006 PANGNIRTUNG DET (PROPOSED)	Lot 476, Plan 72253, PO Box 103	Pangnirtung	NU	X0A 0R0
18.	V0938 POND INLET DET	Lot 59, Plan 1387, PO Box 210	Pond Inlet	NU	X0A 0S0
19.	V0031 RESOLUTE BAY DET	Lot 6, Block 6, Plan 2881, PO 230	Resolute Bay	NU	X0A 0V0
20.	V0577 SANIKILUAQ DET	Lot 70, Plan 56384, PO Box 220	Sanikiluaq	NU	X0A 0W0
21.	V0619 CAMBRIDGE BAY DET	1 Ugyuk Rd, PO Box 700	Cambridge Bay	NU	X0B 0C0
22.	V0558 KUGLUKTUK DET	Lot 1-2, Plan 51848, Amagok, Box 10	Kugluktuk	NU	X0B 0E0
23.	V0007 GJOA HAVEN DET	Lot 349, Plan 53222, PO Box 7	Gjoa Haven	NU	X0B 1J0
24.	V0757 KUGAARUK DET TRANS	Lot 8, Plan 65602, PO Box 119	Kugaaruk	NU	X0B 1K0
25.	V0673 BAKER LK DET	Lot 2, Block 38, Plan 73179, PO 250	Baker Lake	NU	X0C 0A0
26.	V0101 CHESTERFIELD INLET DET/EH	Lot 68, Plan 56693, LTO 671, PO 5	Chesterfield Inlet	NU	X0C 0B0
27.	V0798 CORAL HARBOUR DET	L41, 42 & Pt 36, P58190, LTO 852	Coral Harbour	NU	X0C 0C0
28.	V0008 ARVIAT DET 402E	L590, P2815, 402 4th Ave, POB 149	Arviat	NU	X0C 0E0
29.	V0713 RANKIN INLET DET	Lot 103, 1-11 Siku Ave, PO Box 100	Rankin Inlet	NU	X0C 0G0
30.	V0081 REPULSE BAY/NAUJAAT DET TRANS	Lot 94-95, Plan 2232, PO Box 31	Naujaat	NU	X0C 0H0



31.	V0743 WHALE COVE DET TRANS	L 22, B14; L 14-18 B17, PO Box 112	Whale Cove	NU	X0C 0J0
32.	G0219 AKLAVIK DET	P.O. Box 115	Aklavik	NT	X0E 0A0
33.	G0334 DELINE DET	Lot 13, B4, Plan 1024, PO Box 200	Deline	NT	X0E 0G0
34.	G0317 FT GOOD HOPE DET	Lot 6-1, Plan 1153, PO Box 22	Fort Good Hope	NT	X0E 0H0
35.	G0259 FT MCPHERSON DET	701A to 701E Tetlit Gwichin Rd	Fort McPherson	NT	X0E 0J0
36.	G0563 TULITA DET	Plan 3203, L148, Box 10	Tulita	NT	X0E 0K0
37.	G0379 ULUKHAKTOK DET	L8, B10, Plan 1558, PO Box 159	Ulukhaktok	NT	X0E 0S0
38.	G0084 INUVIK DET 131 VETERANS WAY	131 Veterans Way	Inuvik	NT	X0E 0T0
39.	G0376 NORMAN WELLS DET	L422, Plan 2616, Mackenzie Dr Box100	Norman Wells	NT	X0E 0V0
40.	G0572 BEHCHOKO DET	L8, B5, Plan 1866, Rae, PO Box 7	Behchoko	NT	X0E 0Y0
41.	G0353 SACHS HARBOUR DET	L30, Plan 3491, General Delivery	Sachs Harbour	NT	X0E 0Z0
42.	G0366 TUKTOYAKTUK DET	L1, B38, Plan 2957, PO Box 58	Tuktoyaktuk	NT	X0E 1C0
43.	G0668 PAULATUK DET TRANS	L54 , Plan 3529, Box 99	Paulatuk	NT	X0E 1N0
44.	G0987 WHA'TI DET	Lot 55, Plan 3622, PO Box 81	Wha Ti	NT	X0E 1P0
45.	M0131 BEAVER CK DET	Alaska Hwy 1	Beaver Creek	YT	Y0B 1A0
46.	M0146 CARCROSS DET	11 Carcross rd	Carcross	YT	Y0B 1B0
47.	M0107 TESLIN DET	9 Johnston Ave	Teslin	YT	Y0B 1B0
48.	M0093 CARMACKS DET	151 River Rd	Carmacks	YT	Y0B 1C0



49.	M0036 DAWSON CITY DET	402 Front St	Dawson City	YT	Y0B 1G0
50.	M0054 HAINES JUNCTION DET	147 Haines Highway	Haines Junction	YT	Y0B 1L0
51.	M0058 MAYO DET	6th Ave	Mayo	YT	Y0B 1M0
52.	M0078 OLD CROW DET	504 River Front Rd	Old Crow	YT	Y0B 1N0
53.	RGM0156 PELLY CROSSING DET	Klondike Hwy	Pelly Crossing	YT	Y0B 1P0
54.	M0068 ROSS RIVER DET	274 Kulan St	Ross River	YT	Y0B 1S0



ANNEX "D"

REQUISITION ON CONTRACT FORM

1. CONDITIONS		
ALL INVOICES, SHIPPING BILLS, AND PACKING SLIPS MUST SHOW THE FOLLOWING AGREEMENT REFERENCE NUMBERS		
CONTRACT NUMBER:		ROC NUMBER:
TO: Contractor Address	DELIVERY DATE: BALANCE LEFT ON CONTRACT PRIOR TO THIS ROC (GST/HST included): VALUE OF THIS REQUISITION ON CONTRACT (ROC) (GST/HST included): BALANCE REMAINING ON THE CONTRACT (GST/HST included):	
2. REQUIREMENT		
2.1 FOR THE SUPPLY OF EQUIPMENT: The Contractor shall be paid firm unit prices in Canadian dollars, DDP Delivered Duty Paid (Destination) Incoterms 2000, with the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom Duties and Excise Taxes must be included.		
Item #	Item Description	Quantity
		Firm Unit Price (as per Contract)
		Total
		\$ \$ \$ \$ \$ \$
Total cost of items		\$
GST/HST		\$
Total cost including GST/HST		\$
DELIVERY DESTINATION(S) Delivery Duty Paid (Destination) Incoterms 2000:		
The Contractor shall not charge Canada for any costs exceeding this total price.		
3. APPROVALS		
Section 32 Approval: Full Name:		Signature/Date:
Project/Technical Authority:	Administrative (Procurement) Authority:	Contract Authority (For any ROC over \$10,000.00):
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:



ANNEX E

PERIODIC USAGE REPORT

Instructions for submission of Requisition on Contracts usage data. The Contractor must e-mail the information identified below in an electronic spreadsheet in the format below, to the Contracting Authority identified herein.

Brianne.Leach@rcmp-grc.gc.ca

The report must include as a minimum the following:

- Contract number for which the data is submitted;
- Total dollar value of all ROCs to date;
- Total dollar value of all ROCs during reporting period;
- The start date and end date of the reporting period;
- Total number of all ROCs during reporting period;
- Total number of all ROCs to date;
- ROC number
- Item description;
- Quantity ordered, Unit price; and
- Date of delivery / Value of order.

CONTRACT #			
Total Dollar Value of all ROCs to date	Total Dollar Value of all ROCs during reporting period	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)
(\$)	(\$)		
Total Number of all ROCs during reporting period		Total Number of all ROCs to date	
ROC Number	Item Description	Firm Unit Price, Quantity Ordered	Date of Delivery / Value of Order (not including GST/HST, if applicable)



ATTACHMENT "5.1" 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.

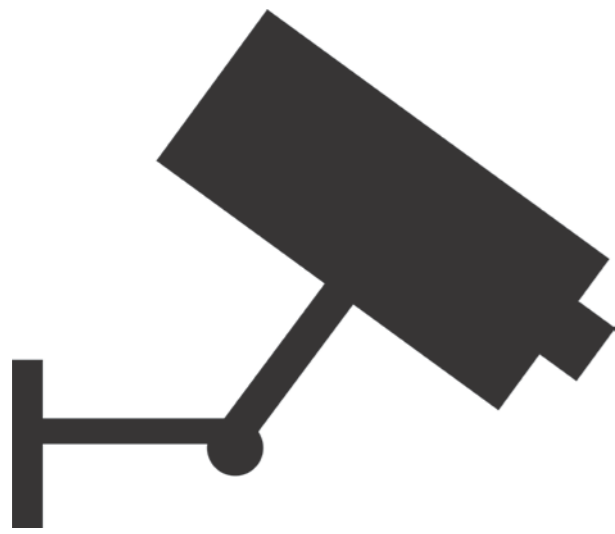
(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)

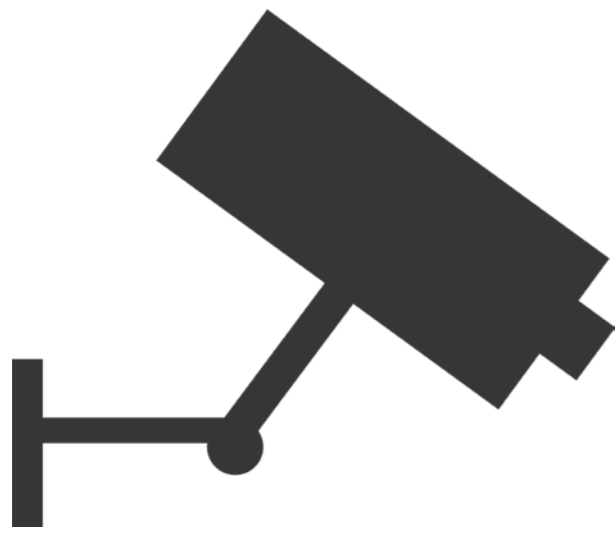


RECORDING IN PROGRESS



- **Areas within the cell block, including cell toilet, may be audio/video recorded and monitored.**
- A toilet privacy screen may be available upon request.
- **Consultations with counsel will not be audio recorded or monitored but may be video recorded.**
- Cell blocks may be live monitored by staff of any gender.

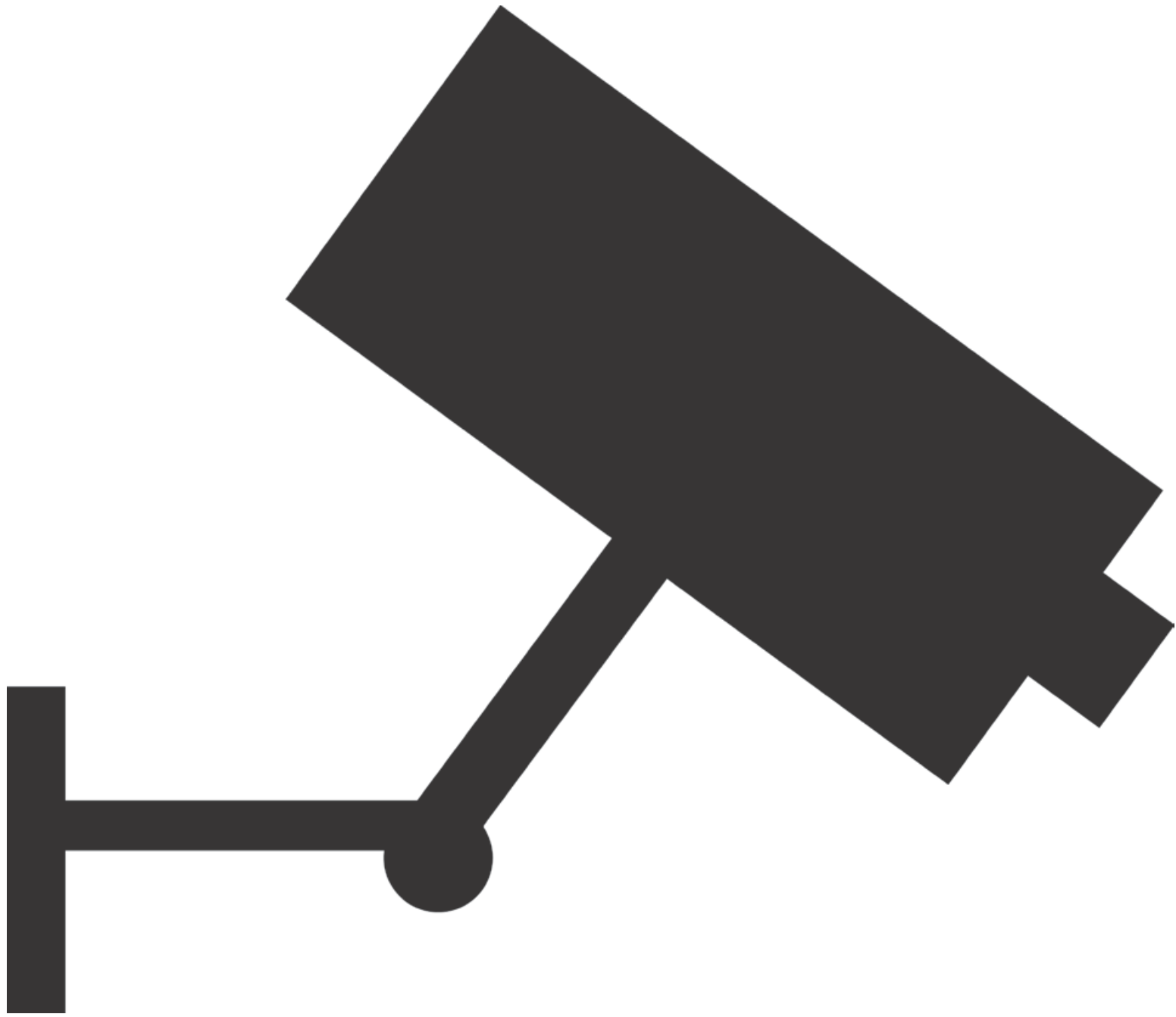
ENREGISTREMENT EN COURS



- **Certaines zones du bloc cellulaire, y compris dans les toilettes des cellules, peuvent être surveillées et enregistrées sur bande audio ou vidéo.**
- Les détenus peuvent obtenir sur demande un écran d'intimité pour l'utilisation des toilettes.
- **Les échanges entre le détenu et son avocat ne font pas l'objet d'une surveillance ni d'un enregistrement audio, mais ils peuvent être filmés.**
- Les blocs cellulaires peuvent être surveillés en direct par du personnel de n'importe quel sexe.



Stencil area: 22"x 22"
Stencil size: 24"x24"



**RECORDING IN
PROGRESS**



**ENREGISTREMENT
EN COURS**