



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

Bid Receiving/Réception des soumissions

RCMP "E" DIV. BID RECEIVING FRONT DESK
14200 Green Timbers Way, Mailstop #1004
Surrey, BC V3T 6P3
Solicitation: 202201134 /B

By Mail:
RCMP "E" DIV. BID RECEIVING FRONT DESK
Mail Stop # 1004
14200 Green Timbers Way
Surrey, BC V3T 6P3
Solicitation: 202201134 /B

**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 CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Richmond Vehicle Cleaning & Decontamination Services		Date 2021.09.29
Solicitation No. – N° de l'invitation 202201134 /B		
Client Reference No. - No. De Référence du Client M2989-1-0100		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	PDT (Pacific Daylight Time) HAP (heure avancée du Pacifique)
On / le :	2021.10.25	
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 Gursharn Dhadwal		
Telephone No. – No. de téléphone 778-290-2774	Facsimile No. – No. de télécopieur	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de 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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings
- 1.4. Recourse Mechanisms

PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1. Certifications Required Precedent to Contract Award and Additional Information

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

- 6.1. Security Requirement
- 6.2. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Security Requirement
- 7.4. Term of Contract
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants
- 7.7. Payment
- 7.8. Invoicing Instructions
- 7.9. Certifications
- 7.10. Applicable Laws
- 7.11. Priority of Documents
- 7.12. Procurement Ombudsman
- 7.13. Insurance Requirements
- 7.14. Worker's Compensation
- 7.15. Government Site Regulations
- 7.16. Hazardous Waste Disposal



List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Insurance Requirements
Annex E	Task Authorization Form
Annex F	Periodic Usage Report
Annex G	Mandatory Technical Criteria
Annex H	Bid submission checklist



PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form and any other annexes.

1.2 Summary

(i) The Royal Canadian Mounted Police (RCMP) requires the services of a Contractor to decontaminate its police vehicles in various locations in Richmond, British Columbia. The services will be required on an “as and when” requested basis by the RCMP Technical Authority or designate. The RCMP anticipate approximately 70 vehicles of its fleet of 100 vehicles may require disinfecting every two to three months during the initial contract period of one year.

(ii) Government Department: Royal Canadian Mounted Police

(iii) The period of the resulting contract is for a period of one (1) year with the option to extend for an additional three, one (1) year periods.

(iv) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.”

1.3 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** 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.

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

Delete: 60 days

Insert: 120 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 British Columbia.

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (2 hard copies)
- Section II: Financial Bid (1hard 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B-

3.1.2 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

Mandatory technical evaluation criteria are included in Annex G

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Bidders must submit a Financial Bid in accordance with Annex “B” Basis of Payment.

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

The financial bid information will be evaluated based on the following calculations. The number of vehicles identified below are used for evaluation purpose only.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

From Basis of Payment table in Annex “B”:

Table 1a:

Row A₁	$4(70 \text{ vehicles}^* \times E_1) + 4(70 \text{ vehicles}^* \times F_1) + 4(70 \text{ vehicles}^* \times G_1) + 4(70 \text{ vehicles}^* \times H_1) =$ _____
Row B₁	$4(5 \text{ vehicles}^* \times I_1) + 4(5 \text{ vehicles}^* \times J_1) + 4(5 \text{ vehicles}^* \times K_1) + 4(5 \text{ vehicles}^* \times L_1) =$ _____
Row C₁	$4(5 \text{ vehicles}^* \times M_1) + 4(5 \text{ vehicles}^* \times N_1) + 4(5 \text{ vehicles}^* \times O_1) + 4(5 \text{ vehicles}^* \times P_1) =$ _____
Row D₁	$4(5 \text{ vehicles}^* \times Q_1) + 4(5 \text{ vehicles}^* \times R_1) + 4(5 \text{ vehicles}^* \times S_1) + 4(5 \text{ vehicles}^* \times T_1) =$ _____
Sum of Table 1a	Row A ₁ + Row B ₁ + Row C ₁ + Row D ₁ = _____

Table 1b:

Row E₁	$100 \text{ hours} \times U_1 =$ _____
Sum of Table 1b	Row E ₁ = _____

Bid Evaluated Price = Sum of Table 1a + Sum of Table 1b = _____



*Estimated number of vehicles specified is only an approximation of the requirement given in good faith for evaluation purposes only.

4.2 Basis of Selection

4.2.1 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

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>), 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#>).



5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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



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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

5.1.3.2 Status and Availability of Resources

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

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

5.1.3.3 Education and Experience

5.1.3.3.1 SACC Manual clause A3010T (2010-08-06) Education and Experience

PART 6 - SECURITY, FINANCIAL



6.1 Security Requirements

6.1.1. 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 7 - 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;

6.1.2. 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.

6.1.3. 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.

6.2 Insurance Requirements

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 D.

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 7 - RESULTING CONTRACT CLAUSES

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

7.1.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

7.1.2.1.1 The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.

7.1.2.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.



7.1.2.1.3 The Contractor must provide the Technical Authority within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

7.1.2.1.4 The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority or designate may authorize individual task authorizations up to a limit of \$TBA Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

7.1.2.3.1 "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 1% of the Maximum contract value

7.1.2.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

7.1.2.3.3 In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

7.1.2.4.1 The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations 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 services are not provided during a given period, the Contractor must still provide a "nil" report.

7.1.2.4.2 The data must be submitted on a quarterly basis.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.



7.1.2.4.3 Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

7.1.2.4.4 For each authorized task:

i. the authorized task number or task revision number(s);

ii. a title or a brief description of each authorized task;

iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

v. the start and completion date for each authorized task; and

vi. the active status of each authorized task, as applicable.

7.1.2.4.5 For all authorized tasks:

i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 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.

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 The Following security requirement (SRCL at Annex C and related clauses) apply and forms part of the Contract.

The Contractor and/or its personnel shall each hold a valid Facility Access 2- Escort required security clearance granted by the RCMP.



7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is one (1) year from date of contract award.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) 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.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gursharn Dhadwal
Title: Procurement Officer
Royal Canadian Mounted Police
Organization: Royal Canadian Mounted Police
Address: Mailstop #909, 14200 Green Timbers Way, Surrey, BC, V3T 6P3
Telephone: 778-290-2774
Facsimile: 778-290-6110
Email: Gursharn.Dhadwal@rcmp-grc.gc.ca

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

7.5.2 Technical Authority (to be determined after contract award)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____



The Technical 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 Technical Authority; however, the Technical 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.

7.5.3 Contractor's Representative (to be determined after contract award)

Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 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.

7.7 Payment

7.7.1 Basis of Payment –Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment in Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure

7.7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _TBA_ . Customs duties are included. Applicable Taxes are extra.

7.7.2.2 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.

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

- a. when it is 75 percent committed, or



- b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.

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

7.7.3 Single Payment per Task Authorization

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

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

7.8 Invoicing Instructions

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

- a. a copy of time sheets to support the time claimed;
- b. a copy of the TA form and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

7.8.2 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.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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



7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035-Higher Complexity Service (2020-05-28)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, the signed Task Authorizations (including all of its annexes, if any)
- (h) the Contractor's bid dated _____, , as clarified/amended on _____

7.12. Procurement Ombudsman

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

7.12.2 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

7.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

7.14 Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

7.15 Government Site Regulations

The Contractor must comply with all regulations, instructions, and directives in force on the site where the Work is performed.

7.16 Hazardous Waste Disposal

The Contractor must dispose of any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.



ANNEX A: STATEMENT OF WORK

1.1 Title: Vehicle Cleaning and Decontamination Services-Richmond Detachment, Richmond, BC

1.2 Introduction/Background:

The Royal Canadian Mounted Police (RCMP) Richmond Detachment requires the services of a qualified Contractor to provide cleaning and decontamination services for police vehicles as defined in this Statement of Work (SOW) on an “as and when requested basis” via a contract with task authorizations.

The contract is for a period of one year, with an option to extend for an additional three (3), one (1) year periods.

The request for cleaning and decontamination services will be from the RCMP Technical Authority or designate.

The Richmond Royal Canadian Mounted Police (RCMP) Detachment has over 100 police vehicles in its Fleet, with approximately 2/3 of the vehicles being available for decontamination procedures at any given time of request.

1.3 Definitions

1.3.1 Cleaning is the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products. Thorough cleaning is essential before disinfection/decontamination because inorganic and organic materials that remain on the surfaces interfere with the effectiveness of these processes.

1.3.2 Decontamination removes pathogenic microorganisms from objects so they are safe to handle, use, or discard.

1.3.3 Disinfection is the inactivation of disease producing microorganisms through wetting of a surface with a ready-to-use disinfectant wipe or cloth saturated with a disinfectant solution prepared according to the manufacturer's instructions for use. To achieve disinfection, the surface must stay wet for the manufacturer's recommended contact time.

In workplace/public settings, objects usually are disinfected by liquid chemicals. Each of the various factors that affect the efficacy of disinfection can nullify or limit the efficacy of the process. Factors that affect the efficacy of both disinfection and sterilization include prior cleaning of the object; organic and inorganic load present; type and level of microbial contamination; concentration of and exposure time to the germicide; physical nature of the object (e.g., crevices, hinges, and lumens); presence of biofilms; temperature and pH of the disinfection process; and in some cases, relative humidity of the sterilization process (e.g., ethylene oxide).

Decontamination and Disinfection refer to the same process – removal of pathogenic organisms so that they are safe to handle and minimize the risk of disease transmission.

1.3.4 Disinfectant - an agent used to disinfect something especially a chemical agent that is used especially on hard surfaces to destroy, inactivate, or significantly reduce the concentration of pathogens (such as bacteria, viruses, and fungi). Any disinfectant used must be approved by Health Canada and have a drug identification number (DIN) on the product label.



Where a disinfectant claims to have both cleaning and disinfecting properties, the product may be used for both steps following manufacturer's instructions.

1.3.5 Decontamination Services: Refers to cleaning and removal of materials such as airborne contaminants (e.g. Covid 19), contact-site contaminants, viruses, bacteria, mould, bodily fluids (i.e blood, feces, urine, vomit, saliva), and insects (i.e bedbugs, lice), within a vehicle, including the air/intake/HVAC system.

1.3.6 Hazardous Waste: Waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment.

1.4 Response Time

1.4.1 Definition: Business Day: Monday-Friday, not including public holidays and weekends

1.4.2 Normal Time Frames

While it is understood that vehicles undergoing the decontamination process will need to be temporarily taken out of service, the Richmond Detachment fleet of vehicles remain operational police vehicles which may be required at short notice. It is therefore essential that the decontamination service of any specific vehicle take no longer than three (3) hours from beginning of the service to the time when a vehicle can be put back into service by the RCMP.

For basic service, the Technical Authority or designate will provide notification to the Contractor during business days between (7:00-17:00), at least twenty-four (24) hours prior to requested service.

The Contractor must respond to the request by return call or email within the same business day. Contractor must have all the vehicles cleaned (i.e. 2/3 of fleet of 100) within five (5) business days of the request.

Decontamination service must be completed no more than three (3) hours after beginning each individual vehicle. No service for an individual vehicle is to be started on and delayed or carried over to the next day or left incomplete under any circumstances.

1.4.3 Emergency Time Frames

Under exceptional circumstances, the Technical Authority or designate will provide notification to the Contractor any time or day. The Contractor must have the vehicle cleaned eight (8) hours from time of the request.

1.5 Scope of services

The requirement is for basic vehicle cleaning and decontamination services that are performed on approximately 2/3 of Richmond's one-hundred(100) vehicle fleet around every two to three months on an as and when requested basis. There may also be a requirement for additional services to specific vehicles to deal with heavy soiling, and or biological or chemical hazards, also on an as and when requested basis.

The RCMP will request the Contractor to come on-site when a police vehicle requires additional services beyond the basic, refer to Additional Services section of SOW 1.10.4 to 10.5.2.

Upon attendance, the RCMP will identify the suspected hazard. The Contractor must conduct an examination and report the extent of contamination in the vehicle to the RCMP.



There will be a standard fee for basic cleaning and decontamination service per vehicle. If the vehicle requires additional effort, as determined by the Contractor and agreed by the Technical Authority, due to heaving soiling, or biological or chemical decontamination an additional flat charge can be added to the basic fee. If outside of the scope of the flat fee (i.e. soiling larger than 12" diameter), the Contractor can provide an estimate of the number of hours required to clean a specific vehicle. In all cases, the Contractor must receive a task authorization from the Technical Authority or designate prior to commencement of the work.

1.6 Contractor's and Contractor Personnel Qualifications:

1.6.1 The Contractor must have been in business a minimum of three (3) years.

1.6.2 The Contractor must have a minimum of two (2) years of experience in the past five (5) years in providing vehicle disinfecting services to commercial vehicles.

1.6.3 The Contractor must ensure that its personnel are fully capable of fulfilling the requirements of this Contract and possess the necessary training and approved personal protective equipment (PPE) to safely handle vehicle disinfecting services.

1.6.4 The Contractor must provide cleaning protocols/standard operating procedures (SOPs), training and PPE fit testing records to the RCMP upon request.

1.6.5 The Contractor must have valid Worksafe BC Coverage and provide the RCMP with a WorksafeBC Clearance Letter.

1.7 Required Resources

1.7.1 The Contractor must provide sufficient staff to perform "as and when" requested decontamination services of police vehicles

1.8 Cleaning and Decontamination Requirement:

All vehicles are to be cleaned and then treated with a chemical disinfectant product meeting the following requirements:

1.8.1 Disinfectant must be approved by Health Canada and be on Health Canada's list of hard-surface disinfectants with evidence of effectiveness against COVID-19 (Health Canada approved disinfectants, sanitizers and methodologies at: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>)

1.8.2 must be safe to use inside vehicles including the air-intake and hvac system

1.8.3 must be a non-bleach product

1.8.4 Any change to the disinfectant product during the contract period must be approved by the Technical Authority.

1.9 Health & Safety Requirements

1.9.1 The Contractor must ensure that all cleaning products used are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS)

1.9.2 Material Safety Data Sheets (MSDS) must be maintained by the Contractor and made available to the RCMP at the commencement of the contract



1.9.3 The Contractor must comply with Worksafe BC Regulations, Canada Labour Code and Health Canada Guidelines for equipment, training and cleaning products used in the decontamination process.

1.10 Requirement/Tasks:

Basic Services

1.10.1 For basic decontamination services, the Contractor must provide decontamination services including but not limited to the following interior areas & items :

- Full interior
- Air conditioning system
- Trunk
- Front & Rear dash
- Seat Divider (silent policeman)
- All windows (interior side)
- Seats (all)
- Under seats
- Headliner
- Floors (all)
- Rear view mirrors
- Center console
- Door handles, pulls panels & trims
- Sun Visor
- Glove Compartment
- Cup holders
- Ash tray
- All other interior fixtures & fillings not specifically mentioned.

1.10.2 All areas of the vehicle must be decontaminated by the disinfectant with the surface remaining wet for the recommended amount of contact time, using the Health Canada's registered cleaning agent.

1.10.3 All Vehicles will have any sensitive equipment or documents removed by Richmond Detachment prior to being available for the Contractor. If the Technical Authority or designate determines specific items cannot be removed, the Contractor's personnel are to take the guidance of the Technical Authority or their designate on which equipment must be protected and how.

Additional Services:

1.10.4 Heavy soiling:

On occasion, the RCMP may require individual vehicles to be cleaned that are affected by heavy soiling that meets the following parameters:

- Soiling is identifiable
- Soiling includes food items, bodily fluids, and oily or greasy substances
- Area soiled could be up to 12 inches in diameter
- Soiling could be cured or hardened

1.10.4.1 The Contractor must have developed protocols to handle heavy soiling.

1.10.5 Biological or Chemical Hazards:

1.10.5.1 On occasion, the RCMP may require individual vehicles to be cleaned that are affected by biological or chemical hazards.



a) Biological hazards are diseases known or suspected by the RCMP to have been present in the vehicle.

i) These could include HIV, tuberculosis, hepatitis and other such communicable or infectious diseases.

b) Chemical Hazards are chemical substances known or suspected by the RCMP to have been present in the vehicle.

i) These could include toxic chemicals or any other substances toxic to humans.

ii) Chemical hazards could be up to 12 inches in diameter.

1.10.5.2 The Contractor must have developed protocols to handle chemical and biological hazards in vehicles.

1.10.6 The Contractor must safely and legally dispose of all wastes and biohazards, including used PPE, which is removed or generated as part of the cleaning and disinfecting process.

1.11 Reporting Requirement:

1.11.1 The Contractor must prepare and complete a checklist of decontaminated areas in the vehicles that are cleaned, consistent with the tasked areas to be cleaned. At the time of the Contractor's invoice submission, a copy of the completed checklist for each vehicle is to be provided to the RCMP.

1.11.2 The Contractor must keep their own log of decontaminated vehicles (with fleet number as reference) to keep track of which vehicles have undergone treatment, and have this log available for inspection by the RCMP.

1.12 Constraints:

1.12.1 All Contractor's personnel working on the RCMP's site are required to be Security cleared by the RCMP to the level indicated in the Security requirements clearance checklist.

1.12.2 The Contractor must provide their own cleaning equipment and supplies, including vacuums, hoses, materials and required cleaning products.

1.12.3 In keeping with the green initiatives associated to the City of Richmond , the Contractor must ensure that water and electricity conservation is respected during the course of their duties while working on-site.

1.13 Service Locations:

1.13.1 All work will take place at one or more sites controlled by the Richmond RCMP Detachment, including:

- Main Detachment, 11411 No. 5 Road, Richmond, BC
- City Centre Community Police Office, 6931 Granville Avenue, Richmond, BC
- Vancouver International Airport (YVR), location on site as identified by the Technical Authority.

1.14 Travel and Living

1.14.1 There is no travel or living expenses payable under this Contract.



1.15 RCMP Responsibilities:

1.15.1 The RCMP will provide a suitable work site to perform the decontamination process of each vehicle.

1.15.2 The RCMP will provide access to electrical outlets and water spigots (if required) for Contractor owned equipment.

1.15.3 The RCMP will provide an employee on site during the decontamination processes and will be responsible for movements of the police vehicles.

1.15.4 Technical Authority, or designate will inspect vehicles prior to cleaning, to ensure that there is no contraband, alcohol, or weapons in them. All assets such as radios, firearms, operational gear/equipment will be removed from vehicles prior to decontamination cleaning.

1.16 Deliverable:

At the completion of the service, the Contractor will release the police vehicle with a clean and dry interior that is free of any decontamination and suitable for occupancy by both members of the RCMP and public.

1.17 Language of Work:

The language of work for both the Contractor and staff will be English.



ANNEX “B” BASIS OF PAYMENT

Contractor will be paid firm unit prices, and/or at firm hourly rates as authorized by the Technical Authority.

Prices are in Canadian dollars, Applicable Taxes are excluded, FOB Destination, Canadian Customs duties and excise taxes are included.

Prices are all-inclusive and include all travel, supplies, and equipment.

1a)

Item	Description	Initial Year Price per vehicle	Option Year 1 Price per vehicle	Option Year 2 Price per vehicle	Option Year 3 Price per vehicle
1	Basic decontamination services A₁	E ₁	F ₁	G ₁	H ₁
	Additional Service (if applicable) #2-5				
2	Additional charge to item 1 for heavy soiling protocol B₁	I ₁	J ₁	K ₁	L ₁
3	Additional Charge to item 1 for handling biological, chemical hazards in vehicle C₁	M ₁	N ₁	O ₁	P ₁
4	Additional charge when “emergency” short-turn around time has been requested D₁	Q ₁	R ₁	S ₁	T ₁

1b)

Firm Hourly Rate (Initial Year and any options exercised)
All inclusive firm hourly rate (includes all travel, supplies, and equipment) for services when they fall outside the parameters of item 2-3 in basis of payment table (i.e. soiling larger than 12” diameter). . Hourly rate applies to on-site productive work time and does not include meals or breaks. All work using hourly rate must be authorized by a Technical Authority. <p style="text-align: center;">\$/hour U₁</p>



ANNEX C-SRCL

N 2015 1112 5649

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP		2. Branch or Directorate / Direction générale ou Direction		RICHMOND DETACHMENT		
3. a) Subcontract Number / Numéro du contrat de sous-traitance				3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant				
4. Brief Description of Work / Brève description du travail Contractor will be decontaminating and deodorizing Police Vehicles. Work is conducted on Site at the Richmond Detachment in the secured parking Lot for Police Vehicles. The process for cleaning the Police Vehicles takes approximately 7 days with one employee from Cold Fire Canada. Currently this employee is monitored by one person for the 7 day period. It is requested that this worker not be escorted but confined to the parking area.								
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?							<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?							<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. Indicate the type of access required / Indiquer le type d'accès requis								
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)							<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.							<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?							<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès								
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>				
7. b) Release restrictions / Restrictions relatives à la diffusion								
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>				
Not releasable À ne pas diffuser <input type="checkbox"/>								
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>				
Specify country(ies) / Préciser le(s) pays:		Specify country(ies) / Préciser le(s) pays:		Specify country(ies) / Préciser le(s) pays:				
7. c) Level of Information / Niveau d'information								
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>				
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>				
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>				
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>				
SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET <input type="checkbox"/>				
TOP SECRET <input type="checkbox"/>				TOP SECRET <input type="checkbox"/>				
TRÈS SECRET <input type="checkbox"/>				TRÈS SECRET <input type="checkbox"/>				
TOP SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) <input type="checkbox"/>				
TRÈS SECRET (SIGINT) <input type="checkbox"/>				TRÈS SECRET (SIGINT) <input type="checkbox"/>				

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité : Police Vehicle Parking area. No public access.

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Police Vehicle parking lot. In secured compound frequented by RCMP members and civilian staff.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité.

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF


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

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



 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature 	
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

The screening requirements are:

FA02 Security Clearance Required - Escort required

Vehicles must be inspected to ensure there are no contraband, alcohol, weapons in the vehicle. All assets such as: radios, firearms, operational gear/equipment must be removed from the vehicles prior to decontamination cleaning.

The signed SRCL is attached in PDF format. Signed original held in Pacific Region.

Regards,

Irene



ANNEX "D" 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 endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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



ANNEX "E"

TASK AUTHORIZATION FORM

**AUTHORIZATION OF SERVICES TO BE
 PERFORMED ON AN AS-AND-WHEN-
 REQUESTED BASIS
 Part 1 of 2**

Contractor:	Contract No.
Task Authorization No.: xxx	Cost Center :
Date: yyyy-mm-dd	Police File Number:
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED – Statement of Work	
2.0 PERIOD OF SERVICES	
From:	To:
3.0 SERVICES TO BE PERFORMED FOR:	
3.1 Location (address) to perform the work:	
3.2 Number of Personnel required :	
4.0 AUTHORITIES	
Regional Duty Officer:	Technical Authority:



Task Authorization part 2 of 2

SUPPLEMENTAL REPORT - AUTHORIZATION OF SERVICES TO BE PERFORMED ON AN AS-AND-WHEN-REQUESTED BASIS

Task Authorization Number: _____

Police File Number: _____

Start of the Work for a TA: Work cannot commence until a TA has been authorized fully signed in accordance with the conditions of the contact.

5.0 COST				
	Description	Cost per vehicle	No of vehicles	SubTotal
1.	Basic decontamination services	\$		\$
2.	Additional charge to item 1 for heavy soiling protocol	\$		\$
3.	Additional Charge to item 1 for handling biological or chemical hazards	\$		\$
4	Additional charge for "emergency" service	\$		\$
5	Hourly charge for services when they fall outside the scope of item 2-3 in basis of payment	\$		\$
			ESTIMATED COST	\$
			GST	\$
			GRAND TOTAL	\$

You are requested 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 services listed herein and on any attached sheets at the price set out therefore.

6.0 SIGNATURES

Technical Authority:	Signature:	Date:
Contracting Authority: Signature Required if TA value exceeds \$10,000	Signature:	Date:

Check Either Option

I accept this task authorization
 I do not accept this task authorization because :



Name of Contractor authorized to sign (type or print):	Title of Contractor authorized to sign (type or print):	
Contractor 's Signature:		Date:

FOR AMENDMENT/CHANGE ORDER ONLY

TA AMENDMENT NO.	Total Previous Cost (tax extra)	Increase/Decrease (tax extra)



ANNEX "F"

Periodic Usage Reports

PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

CONTRACTOR: _____
CONTRACT NUMBER: _____

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
31 July	01 April	30 June
31 October	01 July	30 September
31 January	01 October	31 December
30 April	01 January	31 March

The Contractor must provide information on each completed TA using the following format:

TA Number	Task Description	Value of the Task (GST Included)
(A) Total Dollar Value of Tasks		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

[] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

Prepared by: _____

Signature: _____ Date: _____

Send completed report to:
RCMP E Division, Procurement and Contracting Unit Email: gursharn.dhadwal@rcmp-grc.gc.ca



ANNEX G-Mandatory Technical Criteria

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

MANDATORY Criteria				
Description	Compliant		Where in your proposal is this information	
	Yes	No		
COMPANY REQUIREMENT				
M1	Bidder's organization has been in business of a minimum of three (3) years. Business Start Date:_____YYYY/MM/DD Bidder must provide proof (e.g. copy of business license, incorporation documents), that they have been in business for a minimum of 3 years. (SOW 1.6.1)			
M2	Bidder's organization must have 2 year's experience in the last 5 years providing vehicle decontamination services to commercial vehicles. Bidder must indicate when they started their decontamination service YYYY/MM/DD The Bidder must demonstrate this experience by providing a minimum of one supporting reference. The reference should include as a minimum: a) Client Organization Name; b) Start Date and End Date – specify month and year (or indicate if work is still in progress); c) A description of the scope of the services provided; and, d) Name and contact information (phone number, e-mail) of an Authorized Representative who will confirm the information supplied by the bidder. (SOW 1.6.2)			
M3	The bidder must describe its approach to vehicle decontamination services including “basic” service and how it will handle the air intake system in particular, as well as “heavy soiling” and “chemical/biological” hazards. Bidder must demonstrate this requirement in a			



	written statement as part of its technical proposal (SOW 1.10.1, 1.10.4.1, SOW 1.10.5.2)			
M4	<p>The bidder must identify the disinfectant(s) that will be used for its services and provide proof that it meets the following requirements.</p> <p>1.8.1 Disinfectant must be approved by Health Canada and be on Health Canada's list of hard-surface disinfectants with evidence of effectiveness against COVID-19 (Health Canada approved disinfectants, sanitizers and methodologies at: https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html)</p> <p>1.8.2 must be safe to use inside vehicles including the air-intake and hvac system</p> <p>1.8.3 must be a non-bleach product</p> <p>Proof must include, but is not limited to providing the MSDS sheets and DIN registration with Health Canada and proof that product is on the Health Canada approved list. (SOW 1.8)</p>			
M5	<p>Bidder must ensure that its personnel are fully capable of fulfilling the requirements of this Contract and possess the necessary training and approved personal protective equipment to safely handle vehicle disinfecting services. (SOW 1.6.3)</p> <p>Bidder must demonstrate this requirement in a written statement as part of its technical proposal and also provide a copy of its internal standard operating procedures to stop the transmission of Covid19.</p>			
M6	<p>The Contractor must have valid Worksafe BC Coverage and provide the RCMP with a WorksafeBC Clearance Letter. (SOW 1.6.5)</p> <p>Bidder must demonstrate this requirement by providing a copy of the clearance letter from WorkSafeBC to show WCB coverage is current and up to date.</p>			



ANNEX H - BID PACKAGE CHECKLIST

The following are mandatory with the Bidder's submission:

No	Description
1	Front Page of RFP Completed & Signed
2	Technical Bid Submission- See Article 3.1 Section I for more information
3	Annex G completed with page numbers referencing the technical bid submission
4	Basis of Payment Table-Annex B