



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

Bid Receiving/Réception des soumissions  
80 Garland Avenue, 80 rue garland  
Mailstop H-066, CP H-066  
Dartmouth, Nova Scotia (Nouvelle-Écosse)  
B3B 0J8  
ATL\_Procurement@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 CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

|  |  |   |
|--|--|---|
| <b>Title - Sujet</b><br>Potable Water Sampling - Newfoundland and Labrador   |  | <b>Date</b><br>December 2, 2021                                     |
| <b>Solicitation No. - N° de l'invitation</b><br>M1000-2-2981   |  |   |
| <b>Solicitation Closes - L'invitation prend fin</b>  |  |   |
| <b>At / à :</b>  | 2:00 p.m.  | AST (Atlantic Standard Time)<br>HNE (heure normale de l'Atlantique) |
| <b>On / le :</b>   | January 6, 2022  |   |
| <b>Delivery - Livraison</b><br>See herein -<br>Voir aux présentes  | <b>Taxes - Taxes</b><br>See herein -<br>Voir aux présentes | <b>Duty - Droits</b><br>See herein -<br>Voir aux présentes          |
| <b>Destination of Goods and Services - Destinations des biens et services</b><br>See herein - Voir aux présentes   |  |   |
| <b>Instructions</b><br>See herein - Voir aux présentes   |  |   |
| <b>Address Inquiries to -<br/>Adresser toute demande de renseignements à</b><br>Sandra Bremner 902-720-5355<br><a href="mailto:Sandra.Bremner@rcmp-grc.gc.ca">Sandra.Bremner@rcmp-grc.gc.ca</a><br>for inquiries only. Do not send bids to this email address. |  |   |
| <b>Delivery Required –<br/>Livraison exigée</b><br>See herein — Voir aux présentes   | <b>Delivery Offered –<br/>Livraison proposée</b>           |   |
| <b>Vendor/Firm Name, Address and Representative - Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>   |  |   |
| <b>Telephone No. - No. de téléphone</b>  | <b>Email - Courriel</b>                                    |   |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>                              |  |   |
| <b>Signature</b>   | <b>Date</b>  |   |



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## IMPORTANT NOTICE TO BIDDERS

### COVID-19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

**BIDS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.**

**BIDS RECEIVED BY FAX, IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.**

The only acceptable email address for responses to the bid solicitation is [ATL\\_Procurement@rcmp-grc.gc.ca](mailto:ATL_Procurement@rcmp-grc.gc.ca). Bids submitted by email directly to the Contracting Authority or to any other email address other than [ATL\\_Procurement@rcmp-grc.gc.ca](mailto:ATL_Procurement@rcmp-grc.gc.ca) will not be accepted. Please see Part 3 Bid Preparation Instructions for additional information.



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

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

### 1.2 Statement of Work

The Royal Canadian Mounted Police (RCMP) has a requirement for the collection of potable water samples and associated analysis at specified locations throughout Newfoundland and Labrador.

The Work to be performed is detailed in ANNEX A – STATEMENT OF WORK.

### 1.3 Comprehensive Land Claims Agreement

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

- Labrador Inuit Land Claims Agreement

### 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](http://Buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

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

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



## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

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

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

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Bids**

This solicitation is for work to be completed in three (3) regions in Newfoundland and Labrador:

1. Newfoundland East
2. Newfoundland West
3. Labrador

Each region will be evaluated separately, and Offerors may submit pricing for any or all regions. The Offeror with the lowest total aggregate in each region will be recommended for the award of a contract. Separate contracts may be awarded for each region. One proposal may be submitted for one, two or three regions if applicable.

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 received in person or transmitted by facsimile 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 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 Newfoundland and Labrador.

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

## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



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## 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** (one soft copy in PDF format)

**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. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. 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.

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.





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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**Section III: Certifications**

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



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## **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 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

*SACC Manual Clause [A0069T](#) Basis of Selection*

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



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## 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.



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### **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 F) 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.

#### **5.1.3.2 Former Public Servant**

Refer to Annex G.

### **5.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certification as part of their bid.

#### **5.2.1 COVID-19 Vaccination Requirement Certification**

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.



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

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

### **6.1 Security Requirements**

**6.1.1** The following security requirements (SRCL and related clauses) apply and form part of the Contract.

RCMP Facility Access Level 2 (Escort Required)

### **6.2 Statement of Work**

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

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

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

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

#### **6.3.1 General Conditions**

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

#### **6.3.2 Supplementary General Conditions**

##### **6.3.2.1 4013 (2021-11-05), Compliance with On-site Measures, Standing Orders, Policies, and Rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from the date of the Contract to March 24, 2022 inclusive.

#### **6.4.2 Comprehensive Land Claims Agreement**

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

- Labrador Inuit Land Claims Agreement.



## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Bremner  
Title: Procurement Team Leader  
RCMP Procurement and Material Management  
Address: 80 Garland Ave, Mailstop H-066  
Dartmouth, NS B3B 0J8  
Telephone: 902-720-5355  
E-mail: [Sandra.Bremner@rcmp-grc.gc.ca](mailto:Sandra.Bremner@rcmp-grc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: [to be completed at contract award]:

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: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_



## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

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

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

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 6.7.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

## 6.8 Invoicing Instructions

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

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

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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



## 6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions [2010C](#) (2020-05-28), General Conditions – Services (Medium Complexity);
- c. the supplementary general conditions 4013 (2021-11-05), Compliance with On-site Measures, Standing Orders, Policies, and Rules;
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Annex H, COVID-19 Vaccination Requirement Certification Form;
- h. the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 6.12.2 Contract Administration

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

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

## 6.13 Insurance

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





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## ANNEX A - STATEMENT OF WORK

### 1. PROJECT

This Statement of Work (SOW) has been developed by the Royal Canadian Mounted Police (RCMP) for the purpose of soliciting services for the collection of potable water samples and associated microbiological analysis at specified locations throughout Newfoundland and Labrador. The list of properties for which this task is required is provided in Appendix A-1, A-2 and A-3. Specific property locations will be provided upon contract award.

### 2. DEFINITIONS

CALA – Canadian Association for Laboratory Accreditation  
MQ – Employee Housing  
GCDWQ – Guidelines for Canadian Drinking Water Quality  
ISO – International Organization for Standardization

### 3. BACKGROUND

Under Part II, Section 125 of the Canada Labour Code, the employer (RCMP) has an obligation to provide potable water.

- *The Canada Labour Code Part II – Section 125. (1) (j); and*
- *Prescribed Part 9.24 of the Canada Occupational Safety & Health Regulations of the Canada Labour Code Part II reads as follows:*

*“Every employer shall provide potable water for drinking, personal washing and food preparation that meets the standards set out in the Guidelines for Canadian Drinking Water Quality 1978, published by authority of the Minister of National Health and Welfare.” (GCDWQ)*

As per the legislation referenced above, the RCMP has a responsibility to ensure that potable water meets the GCDWQ standard for potability. A copy of the GCDWQ is available on-line (<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/water-quality/guidelines-canadian-drinking-water-quality-summary-table.html>)

### 4. SCOPE

#### 4.1 Field Program

The contractor shall submit a detailed plan outlining the field program (and supporting logistics) within two weeks of contract award via email, unless an alternate delivery format is discussed and pre-approved by the contractor and RCMP Project Authority. This plan must be approved by the RCMP Project Authority prior to completion of any further work (i.e. as outlined in Sections 4.2 - 4.5). The sampling plan must include (but is not limited to) the following information:

- 1) Proposed sampling routes and the labs and drop off locations associated with that route. This is to consist of the locations to be sampled in a “route” or “sampling loop” and the labs to be used for these locations.
- 2) Proposed field schedule (including approximate site visit dates for each sampling route).
- 3) All procedures and field protocols to be employed with respect to calibration, installation, and use of sampling equipment and collection of samples (e.g. decontamination of sampling equipment, field screening tests, sample handling, preservation, shipment methods, etc.)



- 4) Description of Quality Assurance (QA) and Quality Control (QC) methods for the sampling program, including use of trip blanks, duplicate/replicate samples and laboratory QA/QC measures. The minimum number of QA/QC samples to be collected is specified in Annex B Unit Price Table.
- 5) Estimated number of samples to be submitted for analysis.
- 6) For the sampling plan, the contractor is expected to consider cost-effective methods which will:
  - a) obtain the required information by the project completion date; and
  - b) ensure that site infrastructure and operations are not excessively disturbed.All proposed field methods and all other methods to be used for this investigation must meet recognized, current industry standards and (for contractors) are subject to the approval of the RCMP.

#### **4.2 Sample Collection (site visits)**

Upon approval of the field plan the contractor must coordinate site visits with the appropriate contact (i.e. RCMP Detachment Commander or Detachment Assistant) for the specific location. Contractors must contact the detachment(s) prior to the site visits to ensure site access will be available. The contractor must coordinate site visits for employee housing (MQs) through the detachment contacts provided. Contact information (by location) will be provided upon contract award.

- 1) Site visits shall be arranged at least 24 hours in advance.
- 2) Due to the operational nature of the RCMP it is possible some appointments may not be met as planned. It is expected that the contractor will respond to small changes in scheduling appropriately and efficiently. The RCMP Project Authority shall be contacted immediately in the event that a site visit is not completed as scheduled.
- 3) Where appointments are not honoured by the RCMP, the contractor may only charge the sampling fee (analysis not to be charged for missed appointments) to cover costs incurred where the following appointment information may be provided to the RCMP Project Authority:
  - date and time of contact,
  - person contacted,
  - phone number or email used,
  - date and time of appointment.

#### **4.3 Water Sampling Requirements**

The contractor will collect and facilitate analysis complying with the following requirements:

- 1) All locations are to be sampled for microbiological and chemical parameters as specified in Appendix A-1, A-2 and A-3.
- 2) Potable water samples will be collected from the most common drinking tap source at all locations listed in Appendix A-1, A-2 and A-3. Generally, this will be a kitchen tap. Dedicated drinking water taps (i.e. associated with under the sink water treatment systems) will be sampled where present. Locations with such dedicated taps are to be noted and a list provided to the RCMP Project Authority as part of the final reporting.
- 3) Microbiological analysis will include but will not be limited to the enumeration of e. coli and total coliforms. These samples must be delivered to the lab within 24 hours of collection.
- 4) All samples are to be collected in bottles approved by the laboratory completing the analysis for those parameters.
- 5) Samples for lead analysis are to be collected in a 1 L wide mouth bottle.
- 6) All analysis is to take place at a lab which is CALA or ISO 17025 certified for each parameter tested.
- 7) All laboratory detection limits must be lower than applicable guidelines.
- 8) Chemical analysis will include but will not be limited to the parameters listed in Appendix B.
- 9) Analysis for disinfection by-products (DBP) will include at a minimum the parameters specified in Appendix C.



- 10) The contractor must verify and comply with the acceptable hold time the laboratory has established for each parameter.

#### 4.4 Water Testing Procedure

The following procedure should be followed for the collection of all samples:

- 1) Outside faucets are not an acceptable sampling location. All sampling is to take place inside the building at the kitchen (or lunch room) faucet. When there is no kitchen or lunch room (and only when there is no kitchen or lunch room) the sample shall be collected in the bathroom.
- 2) Place an appropriate sample bottle for lead analysis under the tap. Turn on the cold tap to a medium flow rate until the bottle reaches its fill line.
- 3) Stop the water and disinfect the faucet by submerging in a cap full of chlorine bleach for 30 seconds.
- 4) Run the cold water for 5 minutes – samples shall be collected from the cold water tap only.
- 5) Disinfect hands using a hand sanitizer of your choice. **This is an important quality assurance measure that must be followed.**
- 6) Reduce the water flow and collect the microbiological sample in an appropriate sample bottle. The bottle should not be rinsed and care should be taken to avoid touching the neck of the bottle (the cap should not be turned upside down or placed on any surface).
- 7) Collect a sample for chemical analysis as specified in Appendix A-1, A-2 and A-3.
- 8) Where specified in Appendix A-1, A-2 and A-3, collect samples for disinfection by-products (DBP). Ensure that sample bottles do not contact the faucet and that no air gaps are present (by filling the bottles until surface tension allows the water level to rise slightly higher than the top of the container and carefully replacing the cap).
- 9) Place samples in a cooler with ice or icepacks. Samples are to be kept between 4°C and 10°C immediately following collection and throughout transport to the lab without freezing. Ice will be necessary on warm days (samples will need to be placed in zippered bags to avoid smearing labels). **This is an important quality assurance measure – the RCMP will not accept or make payment for bacteria samples that do not meet these conditions.** Samples collected within one hour of submission to the lab may not reach the desired temperature range but will still be accepted by the RCMP.
- 10) Complete all necessary paperwork as required by the lab where the samples are submitted for analysis.

#### 4.5 Reporting

- 1) All laboratory analysis shall be submitted with one site location (sample ID) per page, and must contain the raw data from the lab at which the analysis was performed. **Lab reports that do not meet these parameters will not be accepted.**
- 2) Sample results shall be sent to the RCMP Project Authority via email and will not contain more than three sites per email attachment. Alternative delivery arrangements may be made at the request of the contractor and only with the approval of the RCMP Project Authority.
- 3) The sample ID used shall clearly identify the building where the sampling took place, including its respective BU number listed in Appendix A-1, A-2 and A-3.
- 4) The contractor will include the RCMP Project Authority in the Chain of Custody when it is submitted to the lab. In cases where this is not possible, the contractor shall forward electronic copies of all lab reports to the RCMP Project Authority in a timely manner (immediately for bacteria exceedances, and no later than one week from completion of analysis for all other reports). All lab analysis shall be accompanied by a copy of the Chain of Custody.
- 5) The contractor will track and summarize all samples and associated exceedances by location in a Microsoft Excel spreadsheet to be submitted upon completion of each sampling round). A suggested format is as follows:



| Site | Date | ID | Sample Location | Test (M/C) | Result (Pass/Fail) | Failed Parameter(s) | Parameter Concentration |
|------|------|----|-----------------|------------|--------------------|---------------------|-------------------------|
|      |      |    |                 |            |                    |                     |                         |

- 6) Hardness shall be compared to a value of 200 mg/l.
- 7) Aluminum shall be compared to a value of 600 µg/l.
- 8) A summary of field work complete and the sample results summary are to be received by the RCMP Project Authority within 14 days of the completion of each round. This should provide sufficient information with which to verify the invoice (i.e. All site visits being charged shall be identified and a reason provided for site visits resulting in no sample collection).
- 9) The contractor is to provide an inventory of all dedicated drinking water taps associated with under the sink water treatment systems encountered.
- 10) All water quality information is to be communicated to the RCMP Project Authority. The contractor is not to make any comments to any other RCMP personnel, the families of RCMP employees, the public or media with respect to the quality or condition of the water at a RCMP building.

**5.0 PROJECT MANAGEMENT**

**5.1 RCMP Project Authority**

The contractor shall maintain communications with the RCMP Project Authority throughout the contract and copies of all correspondence shall be sent to this person. In addition, the contractor shall be responsible for preparing the minutes of all meetings and providing copies to all participants.

**5.2 Scope, Budget, and Schedule Control**

No work shall be undertaken which is additional or supplemental to or in substitution of the work specified, unless approved in advance by the RCMP Project Authority. Any requests for additional, supplemental or substitution of work will be accompanied by a full description of the work and rationale for its completion. More flexibility in this regard is allowed if such a situation arises while on-site, and the RCMP Project Authority or designate cannot be reached. In this case, the judgment of the contractor will prevail, with a full description and rationale provided at the earliest opportunity to the RCMP Project Authority.

The contractor shall provide weekly progress reports by e-mail to the RCMP Project Authority advising of the project status and any factors which may influence the planned schedule, budget or deliverables.

**5.3 Meetings**

There will be a start-up meeting by telephone following contract award and prior to any work being undertaken on the project. Additional meetings will be held as deemed necessary or beneficial to the overall project.

**6.0 SPECIAL REQUIREMENTS**

**6.1 Confidentiality**

Information, data, photos, drawings, etc. gathered as part of this project shall be treated as confidential and shall be made available only to the RCMP as authorized in writing by the RCMP Project Authority. Any photos, plans or documents provided as reference materials by the RCMP to a contractor remain the



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property of, and shall not be used, shared, or sold to any group for any other project except upon written authorization of the RCMP Project Authority. All such reference materials must be returned to the RCMP Project Authority with the final report. Refer any queries regarding this project from the public, news media or others to the RCMP Project Authority.

## **6.2 Site Operations**

The contractor's on-site activities shall not disrupt the normal function, access, and working environment of the site, within reason.

## **6.3 COVID-19**

Prior to the completion of their work, the contractor must review all relevant government advisories and adhere to the regulations applicable to their jurisdiction. On-site activities must be completed using PPE where necessary, and preventative measures are to be taken where applicable to reduce the risk of transmission to individuals within the working environment.

## **7.0 TIMELINES/COMPLETION**

All sampling shall be completed by **March 9, 2022**. All other deliverables, reporting and invoicing shall be received no later than **March 24, 2022** (except as specified in previous sections).



**APPENDIX A-1**  
**Newfoundland East Locations**

|    | <b>Location</b> | <b>Bacteria</b> | <b>Lead</b> | <b>Chemistry</b> | <b>DBP</b> |
|----|-----------------|-----------------|-------------|------------------|------------|
| 1  | Bay Bulls       | 1               | 1           | 0                | 0          |
| 2  | Bay D'Espoir    | 1               | 1           | 1                | 1          |
| 3  | Bay D'Espoir    | 1               | 1           | 1                | 1          |
| 4  | Bay D'Espoir    | 1               | 1           | 1                | 1          |
| 5  | Bay Roberts     | 1               | 1           | 0                | 0          |
| 6  | Bell Island     | 1               | 1           | 1                | 0          |
| 7  | Bell Island     | 1               | 1           | 1                | 0          |
| 8  | Bell Island     | 1               | 1           | 1                | 0          |
| 9  | Bell Island     | 1               | 1           | 1                | 0          |
| 10 | Bell Island     | 1               | 1           | 1                | 0          |
| 11 | Bell Island     | 1               | 1           | 1                | 0          |
| 12 | Bonavista       | 1               | 1           | 0                | 1          |
| 13 | Bonavista       | 1               | 1           | 0                | 1          |
| 14 | Bonavista       | 1               | 1           | 1                | 1          |
| 15 | Bonavista       | 1               | 1           | 0                | 1          |
| 16 | Bonavista       | 1               | 1           | 0                | 1          |
| 17 | Bonavista       | 1               | 1           | 0                | 1          |
| 18 | Bonavista       | 2               | 1           | 0                | 0          |
| 19 | Calvert         | 2               | 1           | 0                | 0          |
| 20 | Clareville      | 1               | 1           | 0                | 0          |
| 21 | Conne River     | 1               | 1           | 1                | 0          |
| 22 | Conne River     | 1               | 1           | 1                | 0          |
| 23 | Ferryland       | 1               | 1           | 1                | 1          |
| 24 | Ferryland       | 2               | 1           | 1                | 0          |
| 25 | Gander          | 1               | 1           | 0                | 0          |
| 26 | Harbour Breton  | 1               | 1           | 1                | 1          |
| 27 | Harbour Breton  | 1               | 1           | 1                | 1          |
| 28 | Harbour Breton  | 1               | 1           | 1                | 1          |
| 29 | Harbour Breton  | 1               | 1           | 1                | 1          |
| 30 | Harbour Grace   | 1               | 1           | 1                | 0          |
| 31 | Holyrood        | 1               | 1           | 0                | 0          |
| 32 | Lewisporte      | 1               | 1           | 1                | 1          |
| 33 | Marystown       | 1               | 1           | 0                | 0          |
| 34 | New-Wes-Valley  | 1               | 1           | 1                | 1          |
| 35 | New-Wes-Valley  | 1               | 1           | 1                | 1          |
| 36 | New-Wes-Valley  | 1               | 1           | 1                | 1          |
| 37 | New-Wes-Valley  | 1               | 1           | 1                | 1          |
| 38 | St. Anthony     | 1               | 1           | 1                | 1          |
| 39 | St. Anthony     | 1               | 1           | 1                | 1          |
| 40 | St. Anthony     | 1               | 1           | 1                | 1          |
| 41 | St. Anthony     | 1               | 1           | 1                | 1          |
| 42 | St. Anthony     | 1               | 1           | 1                | 1          |
| 43 | Twillingate     | 1               | 1           | 1                | 1          |
| 44 | Twillingate     | 1               | 1           | 1                | 1          |
| 45 | Twillingate     | 1               | 1           | 1                | 1          |
| 46 | Twillingate     | 1               | 1           | 1                | 1          |
| 47 | Twillingate     | 1               | 1           | 1                | 1          |



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|    |            |   |   |   |   |
|----|------------|---|---|---|---|
| 48 | Whitbourne | 1 | 1 | 1 | 1 |
| 49 | Whitbourne | 1 | 1 | 1 | 1 |
| 50 | Whitbourne | 1 | 1 | 1 | 1 |
| 51 | Whitbourne | 1 | 1 | 1 | 1 |
| 52 | Whitbourne | 1 | 1 | 1 | 1 |
| 53 | Whitbourne | 1 | 1 | 1 | 1 |



**APPENDIX A-2**  
**Newfoundland West Locations**

|    | <b>Location</b>          | <b>Bacteria</b> | <b>Lead</b> | <b>Chemistry</b> | <b>DBP</b> |
|----|--------------------------|-----------------|-------------|------------------|------------|
| 1  | Baie Verte               | 1               | 1           | 0                | 0          |
| 2  | Baie Verte               | 1               | 1           | 0                | 0          |
| 3  | Baie Verte               | 1               | 1           | 0                | 0          |
| 4  | Baie Verte               | 1               | 1           | 0                | 0          |
| 5  | Baie Verte               | 1               | 1           | 0                | 0          |
| 6  | Baie Verte               | 1               | 1           | 0                | 0          |
| 7  | Botwood                  | 1               | 1           | 0                | 0          |
| 8  | Botwood                  | 1               | 1           | 0                | 0          |
| 9  | Botwood                  | 1               | 1           | 0                | 0          |
| 10 | Burgeo                   | 1               | 1           | 1                | 1          |
| 11 | Burgeo                   | 1               | 1           | 1                | 1          |
| 12 | Burgeo                   | 1               | 1           | 1                | 1          |
| 13 | Burgeo                   | 1               | 1           | 1                | 0          |
| 14 | Channel-Port Aux Basques | 1               | 1           | 1                | 0          |
| 15 | Channel-Port Aux Basques | 1               | 1           | 1                | 0          |
| 16 | Channel-Port Aux Basques | 1               | 1           | 0                | 0          |
| 17 | Channel-Port Aux Basques | 1               | 1           | 0                | 0          |
| 18 | Channel-Port Aux Basques | 1               | 1           | 1                | 0          |
| 19 | Channel-Port Aux Basques | 1               | 1           | 0                | 0          |
| 20 | Channel-Port Aux Basques | 1               | 1           | 1                | 0          |
| 21 | Channel-Port Aux Basques | 1               | 1           | 0                | 0          |
| 22 | Channel-Port Aux Basques | 1               | 1           | 0                | 0          |
| 23 | Channel-Port Aux Basques | 1               | 1           | 0                | 0          |
| 24 | Corner Brook             | 1               | 1           | 0                | 0          |
| 25 | Corner Brook             | 1               | 1           | 0                | 0          |
| 26 | Deer Lake                | 1               | 1           | 0                | 0          |
| 27 | Fogo                     | 2               | 1           | 0                | 0          |
| 28 | Fogo                     | 2               | 1           | 0                | 0          |
| 29 | Fogo                     | 2               | 1           | 0                | 0          |
| 30 | Fogo                     | 2               | 1           | 0                | 0          |
| 31 | Grand Falls - Windsor    | 1               | 1           | 0                | 0          |
| 32 | Placentia                | 1               | 1           | 1                | 1          |
| 33 | Placentia                | 1               | 1           | 1                | 1          |
| 34 | Placentia                | 1               | 1           | 1                | 1          |
| 35 | Placentia                | 1               | 1           | 1                | 1          |
| 36 | Placentia                | 1               | 1           | 1                | 1          |
| 37 | Port Aux Choix           | 1               | 1           | 1                | 1          |
| 38 | Port Saunders            | 1               | 1           | 1                | 1          |
| 39 | Port Saunders            | 1               | 1           | 1                | 1          |
| 40 | Port Saunders            | 1               | 1           | 1                | 1          |
| 41 | Port Saunders            | 1               | 1           | 1                | 1          |
| 42 | Port Saunders            | 1               | 1           | 1                | 1          |
| 43 | Rocky Harbour            | 1               | 1           | 1                | 1          |
| 44 | Rocky Harbour            | 1               | 1           | 1                | 1          |
| 45 | Rocky Harbour            | 1               | 1           | 1                | 1          |
| 46 | Rocky Harbour            | 1               | 1           | 0                | 0          |
| 47 | Rocky Harbour            | 1               | 1           | 1                | 1          |
| 48 | Springdale               | 1               | 1           | 0                | 0          |
| 49 | Stephenville             | 1               | 1           | 0                | 0          |





**APPENDIX A-3**  
**Labrador Locations**

|    | <b>Location</b>        | <b>Bacteria</b> | <b>Lead</b> | <b>Chemistry</b> | <b>DBP</b> |
|----|------------------------|-----------------|-------------|------------------|------------|
| 1  | Cartwright             | 1               | 1           | 1                | 1          |
| 2  | Cartwright             | 1               | 1           | 1                | 1          |
| 3  | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 4  | Happy Valley/Goose Bay | 1               | 1           | 1                | 0          |
| 5  | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 6  | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 7  | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 8  | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 9  | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 10 | Happy Valley/Goose Bay | 1               | 1           | 1                | 0          |
| 11 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 12 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 13 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 14 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 15 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 16 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 17 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 18 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 19 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 20 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 21 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 22 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 23 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 24 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 25 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 26 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 27 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 28 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 29 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 30 | Happy Valley/Goose Bay | 1               | 1           | 1                | 0          |
| 31 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 32 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 33 | Happy Valley/Goose Bay | 1               | 1           | 0                | 0          |
| 34 | Hopedale               | 1               | 1           | 0                | 0          |
| 35 | Hopedale               | 1               | 1           | 0                | 0          |
| 36 | Hopedale               | 1               | 1           | 0                | 0          |
| 37 | Hopedale               | 1               | 1           | 0                | 0          |
| 38 | Hopedale               | 1               | 1           | 0                | 0          |
| 39 | Hopedale               | 1               | 1           | 0                | 0          |
| 40 | Mary's Harbour         | 1               | 1           | 1                | 1          |
| 41 | Mary's Harbour         | 1               | 1           | 1                | 1          |
| 42 | Mary's Harbour         | 1               | 1           | 1                | 1          |
| 43 | Nain                   | 1               | 1           | 0                | 0          |
| 44 | Nain                   | 1               | 1           | 0                | 0          |
| 45 | Nain                   | 1               | 1           | 0                | 0          |
| 46 | Nain                   | 1               | 1           | 0                | 0          |
| 47 | Nain                   | 1               | 1           | 0                | 0          |
| 48 | Nain                   | 1               | 1           | 0                | 0          |
| 49 | Nain                   | 1               | 1           | 0                | 0          |



|    |                  |   |   |   |   |
|----|------------------|---|---|---|---|
| 50 | Nain             | 1 | 1 | 0 | 0 |
| 51 | Nain             | 1 | 1 | 0 | 0 |
| 52 | North West River | 1 | 1 | 0 | 0 |
| 53 | North West River | 1 | 1 | 0 | 0 |
| 54 | North West River | 1 | 1 | 0 | 0 |
| 55 | North West River | 1 | 1 | 0 | 0 |
| 56 | North West River | 1 | 1 | 0 | 0 |
| 57 | North West River | 1 | 1 | 0 | 0 |
| 58 | North West River | 1 | 1 | 0 | 0 |
| 59 | North West River | 1 | 1 | 0 | 0 |
| 60 | North West River | 1 | 1 | 0 | 0 |
| 61 | North West River | 1 | 1 | 0 | 0 |
| 62 | Sheshatshiu      | 1 | 1 | 0 | 0 |



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## **APPENDIX B**

### **List of Chemical/Physical Parameters to be Sampled**

Chemical analysis should consist of but not be limited to the following parameters:

- Aluminium
- Antimony
- Arsenic
- Barium
- Boron
- Cadmium
- Chloride
- Chromium
- Colour
- Copper
- Iron
- Lead
- Manganese
- Nitrate/Nitrite
- pH
- Selenium
- Sodium
- Sulphate
- Total Dissolved Solids
- Turbidity
- Uranium
- Zinc



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## APPENDIX C

### List of Parameters to be Sampled for Disinfection By-Products (DBP)

Parameters to be sampled for disinfection by-products should consist of but not be limited to the following:

- Total Trihalomethanes
- Bromodichloromethane (BDCM)
- Total Haloacetic acids (aka HAA5) – The sum of the following 5 parameters:
  - monochloroacetic acid,
  - dichloroacetic acid,
  - trichloroacetic acid,
  - monobromoacetic acid,
  - dibromoacetic acid



**ANNEX B – BASIS OF PAYMENT**

| <b>Unit Price Table A-1<br/>NEWFOUNDLAND EAST<br/>Potable Water Sampling 2022</b> |              |                              |                           |                                  |
|---|--------------|------------------------------|---------------------------|----------------------------------|
| <b>Cost Item</b>  | <b>Units</b> | <b>Est. Quantity<br/>(a)</b> | <b>Unit Price<br/>(b)</b> | <b>Total Price<br/>(a) x (b)</b> |
| <b>Sample Collection</b>  | Building     | 68 <sup>(1)(2)</sup>         | \$                        | \$                               |
| <b>Bacteria Analysis</b>  | Sample       | 68 <sup>(2)(3)</sup>         | \$                        | \$                               |
| <b>Chemical Analysis</b>  | Sample       | 45 <sup>(2)(3)</sup>         | \$                        | \$                               |
| <b>Lead Analysis</b>  | Sample       | 63 <sup>(2)(3)(4)</sup>      | \$                        | \$                               |
| <b>DBP Analysis</b>   | Sample       | 35                           | \$                        | \$                               |
| <b>Total Cost for Newfoundland East for 2022</b>                                  |              |                              |                           | <b>\$</b>                        |

- 1) The Sample Collection cost includes all expenses including travel, mileage, accommodations, meals, courier, etc. per building.
- 2) The Sample Collection Estimated Quantity includes 6 sample collection fees to cover additional “if required” site visits in order to cover appointments that could not be honored by RCMP for operational reasons or if requested by the RCMP Project Authority. The totals also include an additional 6 “if required” samples for bacteria, 3 for chemical analysis and 5 for lead analysis to be requested as specified by the RCMP Project Authority.
- 3) The Sample Collection Estimated Quantity includes 6 QA/QC samples for bacteria analysis, 3 QA/QC samples for chemical analysis and 5 QA/QC samples for lead analysis to be collected at the discretion of the contractor. These samples shall be duplicates of samples specified in Appendix A-1 of the Statement of Work.
- 4) Samples for lead analysis should be collected in conjunction with a routine sampling site visit. The sample will be analysed for lead only.



## ANNEX B – BASIS OF PAYMENT

| <b>Unit Price Table A-2<br/>NEWFOUNDLAND WEST<br/>Potable Water Sampling 2022</b> |              |                              |                           |                                  |
|---|--------------|------------------------------|---------------------------|----------------------------------|
| <b>Cost Item</b>  | <b>Units</b> | <b>Est. Quantity<br/>(a)</b> | <b>Unit Price<br/>(b)</b> | <b>Total Price<br/>(a) x (b)</b> |
| <b>Sample Collection</b>  | Building     | 63 <sup>(1)(2)</sup>         | \$                        | \$                               |
| <b>Bacteria Analysis</b>  | Sample       | 63 <sup>(2)(3)</sup>         | \$                        | \$                               |
| <b>Chemical Analysis</b>  | Sample       | 27 <sup>(2)(3)</sup>         | \$                        | \$                               |
| <b>Lead Analysis</b>  | Sample       | 57 <sup>(2)(3)(4)</sup>      | \$                        | \$                               |
| <b>DBP Analysis</b>   | Sample       | 18                           | \$                        | \$                               |
| <b>Total Cost for Newfoundland West for 2022</b>                                  |              |                              |                           | <b>\$</b>                        |

- 1) The Sample Collection cost includes all expenses including travel, mileage, accommodations, meals, courier, etc. per building.
- 2) The Sample Collection Estimated Quantity includes 5 sample collection fees to cover additional "if required" site visits in order to cover appointments that could not be honored by RCMP for operational reasons or if requested by the RCMP Project Authority. The totals also include an additional 5 "if required" samples for bacteria, 2 for chemical analysis and 4 for lead analysis to be requested as specified by the RCMP Project Authority.
- 3) The Sample Collection Estimated Quantity includes 5 QA/QC samples for bacteria analysis, 2 QA/QC samples for chemical analysis and 4 QA/QC samples for lead analysis to be collected at the discretion of the contractor. These samples shall be duplicates of samples specified in Appendix A-2 of the Statement of Work.
- 4) Samples for lead analysis should be collected in conjunction with a routine sampling site visit. The sample will be analysed for lead only.



## ANNEX B – BASIS OF PAYMENT

| <b>Unit Price Table A-3<br/>LABRADOR<br/>Potable Water Sampling 2022</b> |              |                              |                           |                                  |
|--|--------------|------------------------------|---------------------------|----------------------------------|
| <b>Cost Item</b>   | <b>Units</b> | <b>Est. Quantity<br/>(a)</b> | <b>Unit Price<br/>(b)</b> | <b>Total Price<br/>(a) x (b)</b> |
| <b>Sample Collection</b>   | Building     | 74 <sup>(1)(2)</sup>         | \$                        | \$                               |
| <b>Bacteria Analysis</b>   | Sample       | 74 <sup>(2)(3)</sup>         | \$                        | \$                               |
| <b>Chemical Analysis</b>   | Sample       | 10 <sup>(2)(3)</sup>         | \$                        | \$                               |
| <b>Lead Analysis</b>   | Sample       | 74 <sup>(2)(3)(4)</sup>      | \$                        | \$                               |
| <b>DBP Analysis</b>  | Sample       | 5                            | \$                        | \$                               |
| <b>Total Cost for Labrador for 2022</b>                                  |              |                              |                           | <b>\$</b>                        |

- 1) The Sample Collection cost includes all expenses including travel, mileage, accommodations, meals, courier, etc. per building.
- 2) The Sample Collection Estimated Quantity includes 6 sample collection fees to cover additional “if required” site visits in order to cover appointments that could not be honored by RCMP for operational reasons or if requested by the RCMP Project Authority. The totals also include an additional 6 “if required” samples for bacteria, 1 for chemical analysis and 6 for lead analysis to be requested as specified by the RCMP Project Authority.
- 3) The Sample Collection Estimated Quantity includes 6 QA/QC samples for bacteria analysis, 1 QA/QC samples for chemical analysis and 6 QA/QC samples for lead analysis to be collected at the discretion of the contractor. These samples shall be duplicates of samples specified in Appendix A-3 of the Statement of Work.
- 4) Samples for lead analysis should be collected in conjunction with a routine sampling site visit. The sample will be analysed for lead only.



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## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**PAGE HOLDER**





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## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**PAGE HOLDER**



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## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)**

**PAGE HOLDER**



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**ANNEX D - AGREEMENT OF NON-DISCLOSURE AND CONFIDENTIALITY**





## ANNEX F - 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;



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7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a. prices;
- b. methods, factors or formulas used to calculate prices;
- c. the intention or decision to submit, or not to submit, a bid; or
- d. the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;

9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)



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## ANNEX G – FORMER PUBLIC SERVANT CERTIFICATION

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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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



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### Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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





**ANNEX H – COVID-19 VACCINATION REQUIREMENT CERTIFICATION FORM**

**Certification**

I, \_\_\_\_\_ (*first and last name*), as the representative of \_\_\_\_\_ (*name of business*) pursuant to Contract \_\_\_\_\_ (*contract number*), warrant and certify that all personnel that \_\_\_\_\_ (*name of business*) will provide on this Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures as of November 15, 2021 that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Optional

For data purposes only, initial below if your business already has its own vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_



Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



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## ANNEX I - BID SUBMISSION CHECKLIST

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

**Ensure the following pages are completed in full and attached to the bid submission:**

- Front Page of Request for Proposal (RFP) document - signed and dated.
- Technical Bid
- Financial Bid (Annex B – Basis of Payment (Pricing Table(s)))
- Annex F - Certificate of Independent Bid Determination
- Annex G - Former Public Servant Certification
- Annex H - Covid-19 Vaccination Requirement Certification Form

The following documents can be submitted with the bid; or submitted after, upon request from the Contracting Authority:

- Annex D - Agreement of Non-Disclosure and Confidentiality
- Annex E - List of Names for Integrity Verification Form

**Note: Ensure all the costs of doing business are included in the bid price.**