



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

Bid Receiving  
Royal Canadian Mounted Police  
Procurement and Contracting Services

**Email/Courriel:**

NWR\_Procurement\_Bids@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> Elevator Repair and Maintenance, Manitoba		<b>Date</b> August 25, 2022
<b>Solicitation No. – N° de l'invitation</b> M5000-23-0704/A		
<b>Client Reference No. - No. De Référence du Client</b> 202300704		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm 14h00 heure	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	September 15, 2022	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Qyitayo.ziwa@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 639-625-4151	<b>Facsimile No. – No. de télécopieur</b> N/A	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>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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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

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

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

### 1.3 Debriefings

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

### 1.4 Recourse Mechanisms

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

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

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



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## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 180 days

### **2.2 Submission of Bids**

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

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

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 Manitoba.

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 Optional Site Visit

**Note: The site visit will be by appointment only.**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit as follows:

1. Dauphin RCMP Detachment, 2 Hedderly Street, Manitoba, R7N 3M2 on September 1, 2022 at 10:00 hrs.
2. Selkirk RCMP Detachment, 1019 Manitoba Avenue, Manitoba, R1A 0Z3 on August 31, 2022 at 11:00 hrs.

Bidders must communicate with the Contracting Authority no later than August 29, 2022 to confirm attendance and provide the name of the person, who will attend. Bidders will be requested to sign an attendance sheet.

Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend will not be allowed access to the site. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that 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 (2022-03-29) 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.

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. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGystar, etc.)
3. Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. 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
  - b. 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

(i) **Customer Reference Contact Information:**

In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each if requested by Canada, if the facts identified in the Bidder's bid, as required by Attachment 4.1.

(A) The form of question to be used to request confirmation from customer references is as follows:

*Has the Bidder provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"*

\_\_\_ Yes, the Bidder has provided my organization with the services described above.

\_\_\_ No, the Bidder has not provided my organization with the services described above.

\_\_\_ I am unwilling or unable to provide any information about the services described above.

(B) For each customer reference, the Bidder must, at a minimum, provide the name, telephone number and e-mail address for a contact person.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.



**Section II: Financial Bid**

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

**3.1.1 Exchange Rate Fluctuation**

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

**Section III: Certifications**

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

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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Refer to Annex "C", Mandatory Technical Criteria

**4.1.1.1.1 Reference Checks:**

For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.

- (i) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (ii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iii) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

**4.1.2 Financial Evaluation**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price-Bid.



## 4.2 Basis of Selection

- 4.2.1 A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price per location will be recommended for award of a contract.
- 4.2.2 Up to two contracts may be awarded, one for Dauphin RCMP Detachment and one for Selkirk RCMP Detachment.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

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

#### 5.1.1 Integrity Provisions

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

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

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

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

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

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

#### 5.1.3 Additional Certifications Precedent to Contract Award

##### 5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention 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.



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### 5.1.3.2 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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

date of termination of employment or retirement from the Public Service.



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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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

**5.1.3.3** SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

**5.1.3.4** SACC Manual clause [A3015C](#) (2014-06-26) Certifications – Contract

**5.1.3.5** SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience



**Attachment 1 to PART 5  
CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

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

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

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.



\_\_\_\_\_  
(Printed Name and Signature of Authorized Agent of Bidder)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Date)



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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 at Annex "D" and related clauses) apply and form part of the Contract.

The contractor is required to have all personnel working on site to be security cleared at the level of **Facility Access Level 2 with Escort** as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP). The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site.

### 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](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

[4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies and rules apply to and form part of the Contract

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The Work is to be performed during the period of two years from contract award (dates to be inserted at award)..

#### 6.4.2 Option to Extend the Contract

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

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

#### 6.4.3 Delivery Points

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



## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Qyitayo Ziwa  
Title: Procurement Officer  
Royal Canadian Mounted Police  
Directorate: Corporate Management Branch

Telephone: 639-625-4151  
Facsimile: 306-780-5232  
E-mail address: Qyitayo.ziwa@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 provided 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 *(to be provided at contract award)*

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: Firm Unit Prices

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm all-inclusive unit prices as specified in Annex B, Basis of Payment 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 Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 Method of Payment - Monthly Payment (Preventive Maintenance)

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

### 6.7.4 Method of Payment – Multiple Payments (As and when Required)

[H1001C](#) (2008-05-12) – Multiple Payments

### 6.7.5 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The one (1) invoice must be forwarded to the address shown on page 1 of the Contract for certification and payment.
3. Invoices must be accompanied by a contractor's work order specifying: the site location, elevator installation number and location; work done (including any materials used); date of work; and technician's name and Certificate/Licence number.



## 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 Manitoba.

## 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 supplemental general conditions [4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules;
- c. the general conditions [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex D, Security Requirements Check List;
- g. the Contractor's bid dated \_\_\_\_\_

## 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 – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best



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Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

**6.14 SACC Manual Clauses**

A9068C (2010-01-11), [Government Site Regulations](#)

B1501C (2018-06-21), [Electrical equipment](#)

**6.15 Environmental Considerations**

Where applicable, contractor is encouraged to:

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



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**ANNEX A**

**STATEMENT OF WORK**

**1. Title**

Elevator Repair and Maintenance - Dauphin and Selkirk, Manitoba.

**2. Requirement**

The Royal Canadian Mounted Police (RCMP) has a requirement for repair, inspection, preventative maintenance and performance verification of elevators located in Dauphin and Selkirk, Manitoba. The Contractor must provide all labour, material, equipment, shipment, supervision, personnel travel and accommodation costs to complete the work.

- i. **Dauphin** – The building was constructed in 1997. A hydraulic elevator serves 3 floors (basement, main floor, and second floor). As a result of water damage, several components must be replaced.
- ii. **Selkirk** – The building was constructed in 2002. A hydraulic elevator serves 2 floors (main floor and second floor).

**3 Tasks**

**3.1 Repair – Dauphin Only**

The Contractor must complete the following repair work at Dauphin detachment within eight (8) weeks of contract award:

**3.1.1 Selective Demolition**

- a) Remove and dispose of complete hydraulic packing assembly, all Victaulic couplers, remove hydraulic oil, scrape pit steel;
- b) Pressure wash elevator pit (2300 x 1800 mm) with a minimum of 1500 psi to a maximum of 4000 psi;

**3.1.2 Elevator inspection**

- a) Inspect elevator to ensure that the elevator is functional and operational;
- b) Advise departmental representative if further repairs are required.

**3.1.3 Replacement and Installation of New components**

- a) Complete hydraulic packing assembly;
- b) All Victaulic couplers;
- c) Replace hydraulic oil;
- d) Paint pit steel with light grey oil based paint.

**3.1.4 Site Cleanup**

- a) Contractor is responsible for removal of all old parts, packaging, etc. and ensure site is tidy and free of debris, screws, etc. once installation is complete;
- b) Safely dispose of hydraulic oil.



### 3.2 Preventative Maintenance-Dauphin and Selkirk

The Contractor must perform the following maintenance on a monthly basis for elevators at Dauphin and Selkirk detachments:

- a) Lubricate all elevator machinery, including bearings, motor, generator, wire rope, sheaves, door operators, interlocks, guide rails, switch fulcrums, safety devices, governors and brake mechanisms, escalator chains, sprockets and handrail drive.
- b) Clean all the operating components of the elevation machinery in the hoist way, pit and machine room areas.
- c) Provide the necessary cleaning materials and lubricants. Such lubricants will meet the elevator specifications with respect to the particular applications for which they are required.
- d) Make adjustments to all electrical and mechanical equipment, including shoes, guide rollers, levelling switches, safety devices, brakes, hydraulic valves, door operating mechanisms, interlocks, door switches and belt tensions.
- e) Check and as necessary equalize the tension on all hoisting ropes.
- f) Provide the information for regular and emergency service calls and after hours' call –outs. A written report must be submitted to the Project Authority after each inspection.

### 4. Schedule of Work and Deliverables

The Contractor must complete the tasks and deliverables as follows:

Number	Task	Deliverable(s)	Format, method and recipient	Due date
4.1	3.1.1 Selective Demolition	N/A		Within 8 weeks of Contract Award
4.2	3.1.2 Elevator Inspection	Before and after photos; Completed inspection checklist; Deficiency Report (if applicable)	Photos: Jpeg format by email to the Project Authority Checklist and report: Word or PDF format by email to the Project Authority	Before: Within 5 days of award; After within 24 hours of completion; Checklist and report within 24 hours of completion
4.3	3.1.3 Replacement and Installation of New components	Before and after photos	Photos: Jpeg format by email to the Project Authority	Before: Within 5 days of award; After within 24 hours of completion;
4.4	3.1.4 Site Cleanup	Before and after photos	Photos: Jpeg format by email to the Project Authority	Before: Within 5 days of award; After: within 24 hours of completion;
4.5	3.2 (a) to (f)	Completed inspection checklist; Deficiency Report (if applicable)	Checklist and report: Word or PDF format by email to the Project Authority	Checklist and report within 24 hours of completion

### 5 Location of work

Site	Address	Brand	Type	Serial/Machine #
Dauphin, MB.	2 Hedderly Street	Dover	Passenger	5141/D21072
Selkirk, MB.	1019 Manitoba Ave.	OTIS	Passenger	5680/461720

### 6 Hours of Service

Regular hours of service are between 08:00 hours and 16:00 hours, Central Standard Time, Monday through Friday. Government of Canada Statutory holidays are excluded. Outside regular hours of service include weekends.

#### 6.1 General Call-out Procedures

- a. A priority of "Routine" is defined as essential maintenance requirements which must be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility;
- b. The Contractor must respond to "routine" requirements within 24 hours (one complete working day) of being notified by the Project Authority or their delegate;



- c. The Contractor must begin the work within two (2) days after receiving an official notice or as requested by other means e.g. Phone, text, email for emergency repairs. All work must be complete as mutually agreed upon between the Project Authority or their delegate and the Contractor;
- d. The Contractor must be reachable at all times during normal business hours;
- e. The Contractor must notify the Project Authority or their delegate prior to arriving on site to do the work;
- f. The Contractor must proceed to the site, provide an estimate of the work or repairs to the Project Authority or their delegate, and then wait until written authority to proceed with the repairs is received before commencing any actual work.

## **6.2 Emergency or Urgent Call-Out Procedures**

- a. A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.
- b. The Contractor must be available twenty-four (24) hours, seven (7) days a week for "Emergency or Urgent" requirements. After receipt of a call, the Contractor must be on site within forty-eight (48) hours of being notified or as mutually agreed upon between the Project Authority or their delegate;
- c. Material, equipment, and trades helpers are to be readily available during an emergency requirement;
- d. The Contractor must proceed to the site, provide an estimate if possible, and then perform remedial work. When complete the Contractor must provide to the Project Authority or their delegate, within one (1) working day, a detailed estimate of the work and any further information required to ensure the WTP will be fully operational on a long term basis.

## **6.3 As and When Required**

- a. When "As and When" work is requested during the contract period, the Contractor must complete and submit the Appendix "A" "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Project Authority or their delegate prior to conducting any extra work.
- b. Where an estimate of the cost of performing specific work is required, the Project Authority or their delegate will provide the Contractor with a statement of the work required. The Contractor must provide the Project Authority or their delegate with an estimate in writing of the cost of performing the specified work. The Contractor must not undertake any of the specified work unless authorized by the Project Authority or their delegate.

## **7 Tools**

- a. The Contractor must ensure their staff have all the necessary tools and equipment required to complete any job. No rental charges will be paid for tools or equipment incidental to the trade.

## **8 Materials and Equipment:**

- a. All of the Contractor's equipment used on site must be safe, suitable, in good condition and are Workers Compensation Board approved- (<https://www.wcb.mb.ca/>).
- b. Materials and parts used must be those specified by the manufacturer of the equipment, provided that such parts are available. If not available, parts equal to the manufacturer's specifications may be installed. Substitute parts may only be installed with the approval of the Project Authority or their delegate.
- c. If, in an emergency, the Contractor installs parts other than those approved, they must be replaced with the approved parts, before claiming payment. No claim for other than approved parts will be made unless conditions in the paragraph above apply.



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## **9 Safety Measures**

### **9.1 Dangerous Goods**

- a. It is the responsibility of the Contractor to ensure proper labelling and packaging in the supply and shipping of dangerous goods and hazardous products to the Government of Canada.
- b. Canada will not be held liable for any damages caused by improper packaging, labelling or carriage of goods/products.
- c. All merchandise labels are to be clearly marked with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of good/products by government vehicles or government personnel.
- d. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws, by-laws and acts of Parliament.

### **9.2 Standard of Care**

- a. The Contractor must maintain a standard of care, skill and diligence in performance of the services provided, as is observed by and expected of persons engaged in the provision of such services in the industry. The Contractor must take all necessary measures to avoid disruption of essential services or endangerment of pedestrian or other traffic, and must do all that is necessary to ensure that no person or property is injured, damaged or infringed upon by reason of the Contractor's work.

### **9.3 Construction Safety Measures**

- a. The Contractor must ensure compliance with the standards of Part II of the Canada Labour code and The Occupational Health and Safety Regulations as well as compliance with the Worker's Compensation Act and any regulations under the said Act having to do with the prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper personal protection equipment and ventilation. In the event of conflict between Worker's compensation Act and regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision shall apply.
- b. Material provided must be installed in accordance with the CSA-B44 Safety Code for Elevators and Escalators

### **9.4 Confined Spaces**

- a. It is the responsibility of the Contractor to ensure that all work in confined spaces is carried out in accordance with the Canada Occupational Safety and Health Regulations, Part XI (<https://laws-lois.justice.gc.ca/eng/regulations/sOr-86-304/page-20.html#h-894904>).
- b. The Contractor must provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI. The RCMP reserves the right to request proof of training and qualifications.
- c. The Contractor to provide the RCMP Project Authority with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.

## **10 Defects**

- a. The Contract shall, at no cost to the RCMP, rectify any defect or fault in the work that appears within 12 months after completion of the work as certified by the Project Authority or their delegate.

## **11 Onsite Operations of the Contractor and Resources**

- a. The Contractor must clean the premises, remove used supplies and maintain general housekeeping.
- b. Any problems encountered must be reported verbally immediately, and in writing within five (5) working days of completion of the work.
- c. Times and dates for this work will be determined, pending operational requirements.
- d. Any additional work and parts required outside this scope must be approved in advance by the Project Authority or their delegate prior to completion.
- e. Where it is required, the Contractor must register on entering Government of Canada premises, obtain and wear a Security pass, and shall return the security pass and sign out before leaving



**12 Responsibilities**

**12.1 Upon request Government of Canada will provide:**

- a. Access to water supply from adjacent space.
- b. Upon Contractor's request:
  - Operation and maintenance manuals for both elevators.
  - Historical inspection and maintenance reports

**12.2 Contractor must:**

- a. Provide disposal container to keep garbage in one place until removal.
- b. Provide washer and cleaner to use for pressure washing.
- c. Provide tools, supplies, equipment required to repair, inspect, maintain, and verify for safe elevator operation.
- d. Prepare and provide inspection list for elevator inspections.
- e. Schedule repair, inspection, maintenance with the Project Authority. Any replacement parts or recommended upgrades need to be discussed and approved with the Project Authority prior to any work being done.

**13 Meetings**

Meetings may be required on occasion at the discretion of the Project Authority. The contractor will be advised in advance by phone or email.

**14 Language of work**

The language of all work and deliverables must be completed in English.



**ANNEX B**

**BASIS OF PAYMENT**

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

**FOR EVALUATION PURPOSES ONLY**

The Bidder must submit a bid for one or both locations. The Bidder must indicate using (X) in the following table which location(s) they are submitting a bid for and complete the corresponding pricing tables below.

<b>DAUPHIN DETACHMENT OR</b>	
<b>SELKIRK DETACHMENT OR</b>	
<b>BOTH DETACHMENTS</b>	

**Volumetric Data**

Volumetric estimated quantities are not to be construed as a firm commitment from Canada. It is not to be considered as a contractual guarantee. The inclusion of this data does not represent a commitment by Canada that Canada's future requirement for the goods described in the offer solicitation will be consistent with this data. It is provided purely for information purposes.

**Summary of Extended Price = Sum of Table Prices (Dauphin Repair, Dauphin Maintenance and Selkirk Maintenance).**

**Elevator Repair Dauphin Detachment**

Total Table 1.1 : Sum of Extend Price = \$ \_\_\_\_\_

**Maintenance Services- Dauphin Detachment**

Total Table 2.1: Sum of Extend Price = \$ \_\_\_\_\_

Total Table 2.2: Sum of Extend Price = \$ \_\_\_\_\_

Total Table 2.3: Sum of Extend Price = \$ \_\_\_\_\_

Total Table 2.4: Sum of Extend Price = \$ \_\_\_\_\_

**Total Extended Price ( 1.1+2.1+2.2+2.3+2.4) \$ \_\_\_\_\_**

**Maintenance Services- Selkirk Detachment**

Total Table 3.1: Sum of Extend Price = \$ \_\_\_\_\_

Total Table 3.2: Sum of Extend Price = \$ \_\_\_\_\_

Total Table 3.3: Sum of Extend Price = \$ \_\_\_\_\_

Total Table 2.4: Sum of Extend Price = \$ \_\_\_\_\_

**Total Extended Price ( 3.1+3.2+3.3+3.4) \$ \_\_\_\_\_**



**Part 1.0: Elevator Repair.**

Including all necessary tools, services, replacement or repair parts, materials, labour, travel and related costs as detailed in Annex A.

**Table 1.1: Dauphin Detachment**

Item#	Site Name	Description	Unit Of Issue	Price
1.1	Dauphin Detachment	Elevator Repair	Lot	\$ _____
EXTENDED PRICE SUB-TOTAL Table 1.1				\$ _____ (1.1).

**Part 2.0: Maintenance Services- Dauphin Detachment**

Including all necessary tools, services, replacement or repair parts, materials, labour, travel and related costs as detailed in Annex A.

**Table 2.1: Initial Two-Year Contract Term Period**

#	Description: Class of Labour, Material or Plant	Unit of Measure	Estimated Hours (A)	Unit Price (B)	Extended Total C = (A x B)
1	<b>During Regular Hours:</b> 08:00 am to 4:30 pm from Monday through Friday	Certified Technician	Per Hour	30	\$ _____
		Trades Helper	Per Hour	30	\$ _____
2	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Certified Technician	Per Hour	30	\$ _____
		Trades Helper	Per Hour	30	\$ _____
3	<b>Emergency Firm Rates:</b> Anytime as requested, on site within maximum 2 hours from call.	Certified Technician	Per Hour	30	\$ _____
		Trades Helper	Per Hour	30	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.1					\$ _____ (2.1)



**Table 2.2 – Option Period 1: One (1) year from end of initial two year contract if exercised-Dauphin Detachment**

#	Description: Class of Labour, Material or Plant	Unit of Measure	Estimated Hours (A)	Unit Price (B)	Extended Total C = (A x B)
1	<b>During Regular Hours:</b> 08:00 am to 4:30 pm from Monday through Friday	Certified Technician	Per Hour	30	\$
		Trades Helper	Per Hour	30	\$
2	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Certified Technician	Per Hour	30	\$
		Trades Helper	Per Hour	30	\$
3	<b>Emergency Firm Rates:</b> Anytime as requested, on site within maximum 2 hours from call.	Certified Technician	Per Hour	30	\$
		Trades Helper	Per Hour	30	\$
<b>EXTENDED PRICE SUB-TOTAL Table 2.1</b>					<b>\$ (2.2)</b>

**Table 2.3 – Option Period 2: One (1) year from end of Option Period 1 if exercised-Dauphin Detachment**

#	Description: Class of Labour, Material or Plant	Unit of Measure	Estimated Hours (A)	Unit Price (B)	Extended Total C = (A x B)
1	<b>During Regular Hours:</b> 08:00 am to 4:30 pm from Monday through Friday	Certified Technician	Per Hour	30	\$
		Trades Helper	Per Hour	30	\$
2	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Certified Technician	Per Hour	30	\$
		Trades Helper	Per Hour	30	\$
3	<b>Emergency Firm Rates:</b> Anytime as requested, on site within maximum 2 hours from call.	Certified Technician	Per Hour	30	\$
		Trades Helper	Per Hour	30	\$
<b>EXTENDED PRICE SUB-TOTAL Table 2.3</b>					<b>\$ (2.3)</b>

**Table 2.4: Materials – Dauphin Detachment**

All products and materials will be invoiced at the Contractor's laid-down cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes

Materials	Mark-up (a)	Estimated Expenditure (b)	Mark-up Amount (a) x (b) = c	Extended Price (b) + (c)
Initial two (2) year term	_____ %	20, 000	\$ _____	
First one (1) year option period	_____ %	10, 000	\$ _____	
Second one (1) year option period	_____ %	10, 000	\$ _____	
<b>EXTENDED PRICE SUB-TOTAL Table 2.4 :</b>			<b>\$ _____(2.4)</b>	



**Part 3.0: Maintenance Services- Selkirk Detachment**

Including all necessary tools, services, replacement or repair parts, materials, labour, travel and related costs as detailed in Annex A.

**Table 3.1: Initial Two-Year Contract Term Period – Selkirk Detachment**

<b>INITIAL TWO-YEAR CONTRACT TERM PERIOD</b>						
#	Description: Class of Labour, Material or Plant	Unit of Measure	Estimated Quantity (A)	Unit Price (B)	Extended Total C = (A x B)	
1	<b>During Regular Hours:</b> 08:00 am to 4:30 pm from Monday through Friday	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
2	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
3	<b>Emergency Firm Rates:</b> Anytime as requested, on site within maximum 2 hours from call.	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
<b>EXTENDED PRICE SUB-TOTAL Table 2.2</b>						<b>\$ (3.1)</b>

**Table 3.2 – Option Period 1: One (1) year from end of initial two year contract if exercised-Selkirk Detachment**

#	Description: Class of Labour, Material or Plant	Unit of Measure	Estimated Hours (A)	Unit Price (B)	Extended Total C = (A x B)	
1	<b>During Regular Hours:</b> 08:00 am to 4:30 pm from Monday through Friday	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
2	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
3	<b>Emergency Firm Rates:</b> Anytime as requested, on site within maximum 2 hours from call.	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
<b>EXTENDED PRICE SUB-TOTAL Table 2.1</b>						<b>\$ (3.2)</b>



**Table 3.3 – Option Period 1: One (1) year from end of initial two year contract if exercised-Selkirk Detachment**

#	Description: Class of Labour, Material or Plant	Unit of Measure	Estimated Hours (A)	Unit Price (B)	Extended Total C = (A x B)	
1	<b>During Regular Hours:</b> 08:00 am to 4:30 pm from Monday through Friday	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
2	<b>Outside Regular Hours:</b> Monday through Sunday, including all day Saturday, Sunday and holidays.	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
3	<b>Emergency Firm Rates:</b> Anytime as requested, on site within maximum 2 hours from call.	Certified Technician	Per Hour	30	\$	\$
		Trades Helper	Per Hour	30	\$	\$
<b>EXTENDED PRICE SUB-TOTAL Table 3.3</b>					<b>\$ (3.3)</b>	

**Table 3.4: Materials Selkirk Detachment**

All products and materials will be invoiced at the Contractor's laid-down cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes

Materials	Mark-up (a)	Estimated Expenditure (b)	Mark-up Amount (a) x (b) = c	Extended Price (b) + (c)
Initial two (2) year term	_____ %	20, 000	\$	\$
First one (1) year option period	_____ %	10, 000	\$	\$
Second one (1) year option period	_____ %	10, 000	\$	\$
<b>EXTENDED PRICE SUB-TOTAL Table 3.4 :</b>			<b>\$ (3.4)</b>	



**ANNEX C**  
**MANDATORY EVALUATION CRITERIA**

The evidence provided by the bidder may be verified. The RCMP reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

The Bidder and their resources will be evaluated against the following mandatory technical evaluation criteria. At the time of bid closing, the Bidder must demonstrate compliance with the following mandatory criteria and provide the necessary documentation to support compliance. If the Bidder fails to demonstrate compliance with any of the following mandatory criteria, the bid will be deemed non-compliant and will not be given any further consideration.

Item #	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met	Not Met
M1	The Bidder must demonstrate, by providing a legible copy of their permit, that they are authorized to work in the Province of Manitoba on Elevating, Handicap lifting and Freight elevators.			
M2	The Bidder must demonstrate, by providing legible copies of permits / licenses that they have a minimum of two (2) Technicians qualified to perform the tasks and deliverables as stated in Annex A.			
M3	<p>The Bidder must provide two (2) references from previous or existing clients for work of a similar size and complexity* as the current requirement.</p> <p>*Similar size and complexity is defined as having multiple sites.</p> <p>References should include:</p> <ol style="list-style-type: none"> <li>1) Name and contact information for the client (email address, phone number);</li> <li>2) Start and end dates of the work;</li> <li>3) A brief description of the scope of the work (i.e. volume of work and number of sites);</li> </ol> <p>RCMP reserves the right to contact references to validate information</p>			



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**ANNEX D**

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**

*(Inserted at the end of the document)*



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**ANNEX E  
INSURANCE REQUIREMENTS**

**COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS**

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



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.



**Appendix A**

**Elevator Photos- Dauphin, MB.**

**Photo #1:**



**Photo #2:**



**Photo #3:**

**Photo #4:**





**Appendix B**

**COST ESTIMATE FORM FOR EXTRA WORK**

Contractor: \_\_\_\_\_ Contract # \_\_\_\_\_

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

Description of Work:(Please attach a separate sheet if required)			
Direct Costs as Per Contract			
(i) Direct Labour	# of Hours	Work Description	Total
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify:_____)			
Total Direct Labour			\$ _____ (i)
(ii) Direct Material Costs*	Contractor's Laid-Down Cost	Mark Up	Total
Replacement Parts		x _____%	
Repair Parts		x _____%	
Other Material (Specify:_____)		x _____%	
Total Direct Material Costs			\$ _____ (ii)
Other Direct Costs			Total
Other (Specify:_____)			
Total Other Direct Costs			\$ _____ (iii)
Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)			\$ _____
			= TOTAL PRICE
			\$ _____

Contractor signature: \_\_\_\_\_ RCMP Approval: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_



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)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	<b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction	<b>CMB - D Div Asset Management</b>
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail

**Repairs to equipment and property in detachments throughout all "D" Division by trades including masonry, electrical, and carpentry**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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)  No / Non  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.  No / Non  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?  No / Non  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 / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
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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 :

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

**RCMP Facility Access (FA2) - with escort**

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

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

Security Classification / Classification de sécurité
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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 DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non  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?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non  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).**