



**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

Réception des soumissions  
Gendarmerie royale du Canada  
Service des acquisitions et des marchés,

**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> Annual Inspection of Fire Alarm, Fire Protection and Life Safety Systems of RCMP buildings in Manitoba		<b>Date</b> November 14, 2022
<b>Solicitation No. – N° de l’invitation</b>		M5000-23-00740/A
<b>Client Reference No. - No. De Référence du Client</b> 2023-00740		
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At / à :</b>	2:00 p.m. / 14h00	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	December 14, 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> Shawn Balaski, <a href="mailto:shawn.m.balaski@rcmp-grc.gc.ca">shawn.m.balaski@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 780-670-8592	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 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>



## 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: 120 days

### 2.2 Submission of Bids

Bids must be submitted by email 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 seven (7) 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 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)

## 2.6 Volumetric Data

The volumetric data (estimated number of “as and when requested” hours) has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



## 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 bid:

- a) 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

**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 Attachment 1 to Part 4**

###### **(a) Reference Checks:**

- i) 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 within a 48 hour period using the email address provided in the bid. 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.
- ii) 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 Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- iii) 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.
- iv) 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





#### 4.1.2.1 Pricing Schedule 1: Annual Inspections - Firm Price

Bidders must submit firm all inclusive prices/rates in Annex B, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

Parts will be supplied FOB Destination including all delivery charges.

#### 4.1.2.2 Pricing Schedule 2: Extra Work – As and When Requested – Firm Hourly Rate

"Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Attachment 1 to Annex B - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Bidders must submit a firm all inclusive Hourly Rates in Annex B (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

#### 4.1.2.3 Materials

The Extended Price for parts/materials is calculated by adding mark-up to the total estimated expenditure. (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted =  $\$500.00 + (\$500.00 \times 10\%) = \$550.00$ ). The estimated expenditure is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

## 4.2 Basis of Selection

### 4.2.1 Mandatory Technical Criteria

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



**Attachment 1 to Part 4 – Mandatory Technical Criteria**

**1. MANDATORY EVALUATION CRITERIA**

In their proposals, bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

NOTE: Bidders may propose the same resource for both streams.

**STREAM 1: FIRE ALARM SYSTEM**

	<b>CRITERIA</b>	<b>Please Cross Reference to Specific pages in your proposal [Completed by Bidder]</b>	<b>MET/ NOT MET [Completed by RCMP Evaluator]</b>
<b>M1</b>	<p>The Bidder must propose one resource and provide their detailed resume.</p> <p>The detailed resume should include:</p> <ul style="list-style-type: none"> <li>• Project start and end dates;</li> <li>• Details on the scope and complexity of the work; and</li> <li>• Description of the proposed resource’s tasks and responsibilities;</li> </ul>		
<b>M2</b>	<p>The Bidder must demonstrate, by referencing the detailed resume provided for M1, that the proposed resource has 60 months experience within the last 96 months performing fire alarm system inspections similar in scope and complexity to the current requirement described in Annex A – Statement of Work.</p>		
<b>M3</b>	<p>The Bidder must provide the name and contact information for two (2) references for work identified in M2.</p> <p>Contact information should include:</p> <ol style="list-style-type: none"> <li>1. Name and title;</li> <li>2. Telephone number;</li> <li>3. Email address; and</li> <li>4. Project name/number from M2.</li> </ol>		
<b>M4</b>	<p>The Bidder must demonstrate, by providing legible copies, that the proposed resource possesses the necessary licenses, certifications and other qualifications to complete the work. These may include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Canadian Fire Alarm Association (CFAA) Certificate</li> <li>2. Fire Protection Installer certification.</li> <li>3. WHMIS Training</li> <li>4. Training and knowledge of confined workplace procedures.</li> <li>5. Other related certifications or job safety related training.</li> </ol>		



**STREAM 2: EMERGENCY LIGHTING SYSTEM**

	<b>CRITERIA</b>	<b>Please Cross Reference to Specific pages in your proposal [Completed by Bidder]</b>	<b>MET/ NOT MET [Completed by RCMP Evaluator]</b>
<b>M1</b>	<p>The Bidder must propose one resource and provide their detailed resume.</p> <p>The detailed resume should include:</p> <ul style="list-style-type: none"> <li>• Project start and end dates;</li> <li>• Details on the scope and complexity of the work; and</li> <li>• Description of the proposed resource's tasks and responsibilities;</li> </ul>		
<b>M2</b>	<p>The Bidder must demonstrate, by referencing the detailed resume provided for M1, that the proposed resource has 60 months experience within the last 96 months performing emergency lighting system inspections similar in scope and complexity to the current requirement described in Annex A – Statement of Work.</p>		
<b>M3</b>	<p>The Bidder must provide the name and contact information for two (2) references for work identified in M2.</p> <p>Contact information should include:</p> <ol style="list-style-type: none"> <li>1. Name and title;</li> <li>2. Telephone number;</li> <li>3. Email address; and</li> <li>4. Project name/number from M2.</li> </ol>		
<b>M4</b>	<p>The Bidder must demonstrate, by providing legible copies, that the proposed resource possesses the necessary licenses, certifications and other qualifications to complete the work. These may include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Canadian Fire Alarm Association (CFAA) Certificate</li> <li>2. Fire Protection Installer certification.</li> <li>3. WHMIS Training</li> <li>4. Training and knowledge of confined workplace procedures.</li> <li>5. Other related certifications or job safety related training.</li> </ol>		



## **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 (Attachment 1 to Part 5) 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 Attachment 2 to Part 5**

#### **5.1.3.3 Status and Availability of Resources**

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

#### **5.1.3.4 Education and Experience**

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

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

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

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



**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)

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(Position Title)

---

(Date)



## Attachment 2 to PART 5

### FORMER PUBLIC SERVANT CERTIFICATION

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).





### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



## **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 "C" and related clauses) apply and form part of the Contract.

The Contractor (if an individual) and all of the contractor's personnel and/or subcontractors who may work on site must hold a valid "Facility Access Level 2 – FA2" issued by RCMP Departmental Security.

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

### **6.2 Statement of Work**

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

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

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

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

#### **6.3.1 General Conditions**

[2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

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

The period of the Contract is for 2 years, from date of Contract award to \_\_\_\_\_ (to be identified at contract award) inclusive.

#### **6.4.2 Option to Extend the Contract**

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

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



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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 Technical Authority

The Technical Authority for the Contract is:
(The Technical Authority will be identified at Contract Award)

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

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

6.5.3 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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



## 6.7 Payment

### 6.7.1 Basis of Payment – Annual Inspections – Firm Unit Price

For the Work described in Section 5 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm unit price for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

#### 6.7.1.1 Annual Inspections – Limitation of Price

For the firm price portion of the Work only, 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 Basis of Payment – Extra Work – Firm Hourly Rate

The Contractor will be paid firm hourly rates as specified in Annex B, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

#### 6.7.2.1 Extra Work – Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
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 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds 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 – Multiple Payments

H1001C (2008-05-12) Multiple Payments

### 6.7.4 SACC Manual Clauses

C0705C (2010-01-11) Discretionary Audit



## 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - a. One (1) copy must be forwarded by email to the Project Authority for certification and payment.
    - b. One (1) copy must be forwarded by email to the Contracting Authority.

## 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 \_\_\_\_\_ (*to be inserted at contract award*).

## 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 (2022-01-28), General Conditions - Services (Medium Complexity);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Security Requirements Check List;
- f. the Contractor's bid dated \_\_\_\_\_ (*to be inserted at contract award*).



## **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 D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

## **6.14 SACC Manual Clauses**

[A9068C](#) (2010-01-11), Government Site Regulations - The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



## 6.15 Environmental Considerations

Where applicable, the contractor is encouraged to:

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to 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.

## 6.16 Replacement of Specific Resources

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.



## ANNEX A - STATEMENT OF WORK

### 1. TITLE

Annual inspections & Repairs– Fire Alarm, Fire Protection and Life Safety Systems

### 2. BACKGROUND

The Government of Canada is seeking an experienced Fire Alarm, Fire Protection and Life Safety System service contractor to complete annual inspections and preventative maintenance on Fire Alarm, Fire Protection and Life Safety Systems throughout the Province of Manitoba.

Please note, the RCMP fire Marshall whom is also known as the Authority Having Jurisdiction (AHJ) is responsible for the provision of fire protection services. The AHJ is also responsible for the administration and enforcement of Treasury Board Policy, Standards, National Building Codes, National Fire Code, and regulations that cover the fire protection under the Canada Labor Code.

### 3. ACRONYMS

AHJ	Authority Having Jurisdiction
CSA	Canadian Standards Association
FAS	Fire Alarm System
NBC	National Building Code of Canada
NFC	National Fire Code of Canada
RCMP	Royal Canadian Mounted Police
SOW	Statement of Work
TA	Technical Authority
ULC	Underwriters Laboratories of Canada

### 4. APPLICABLE DOCUMENTS & REFERENCES

- Canada Underwriters Laboratories of Canada (ULC)
- Canadian Standards Association (CSA)
- National Building Code of Canada (NBC)
- National Fire Code of Canada (NFC)

### 5. ANNUAL INSPECTION TASKS

The Contractor must verify the accuracy of the Fire Panel List in Appendix A, and advise if any discrepancies are found. The Contractor must inspect and service the equipment in Appendix A on an annual basis according to standards and most current building codes including but not limited to: National Building Code (NBC), National Fire Code (NFC), and Underwriters Laboratories of Canada (ULC).

#### 5.1 Control Unit Inspection:

The Contractor must inspect and test the Control Unit(s) and Transponder(s). The Contractor must verify/ensure that all audio amplifiers and associated supervisory circuits have their output wattages measured and recorded to ensure they are operating within the manufacturer's specifications for that system. Any discrepancies must be reported to the Technical Authority (TA). Testing of field devices must be conducted at the furthest point from the power source to ensure every circuit receives the manufacturers specified operating power; record and report and discrepancies to the TA.





Each component, sub system, system and integrated system associated with the emergency electrical power supply systems as identified in Appendix A must be checked, inspected, and tested as per most recent codes, standards, and regulations. This may require removing devices that are secured with pick resistant caulking material. If a device like this is removed, the caulking material must be replaced upon completion of the device being checked. Only the following products are approved:

- Sika Canada Inc, AnchorFix 3001
- Pecora Corporation, Dynapoxy EP-430 Fast
- Pecora Corporation, Dynapoxy EP 1200

## **5.2 Fire Alarm Systems:**

- The Contractor must perform inspection of the fire alarm system (FAS) as per most recent applicable codes.
- The Contractor must perform battery load testing as per most recent applicable codes.
- The Contractor must replace FAS battery every 5 years. Use battery manufacture date, plus five years to determine replacement date.

## **5.3 Battery Operated Emergency Lighting Units:**

- The Contractor must perform annual inspection of the battery operated emergency lighting system as per most recent codes.
- The Contractor must disconnect emergency lighting from normal AC-power and test for a period of time as defined in the relevant Codes, standards, and regulations. The Contractor must ensure the following:
  - Verify battery voltage prior to 120-volt AC disconnection.
  - Verify battery voltage when 120-volt AC is disconnected, and ensure changeover to VDC.
  - Verify proper changeover from normal to battery power ensure that all heads are operating and aligned as to provide adequate light in intended area.
  - Verify battery terminal voltage at the end of the test, before restoring normal power. Recording the results in the report.
  - Verify that 120-volt AC is restored to unit and changeover to VDC has occurred.
  - If it is discovered that the battery voltage drops to below 85% of its rated capacity, the Contractor is to notify the TA immediately in writing.
  - The Contractor must replace batteries every 5 years. Use battery manufacture date, plus five years as replacement date.

## **5.4 Exit Lights:**

- The Contractor must inspect all exit lights as per most recent codes.
- If exit lighting has combined emergency battery, the Contractor must test same as battery-operated emergency light units and replace battery every five years. Use battery manufacture date, plus five years as replacement date.

## **5.5 Smoke Detectors:**

- The Contractor must inspect all hard-wired, and local battery-operated smoke alarms/detectors as per most recent codes.
- During annual inspection, all hard-wired or battery operated smoke detectors, must be tested using artificial smoke.

## **5.6 Heat Detectors and duct Detectors:**

- The Contractor must identify and test these units as per most recent code.



**5.7 Supervised systems:**

The Contractor must test system circuits for faults, shorts, and grounds including operating components to confirm functional features are in order.

**5.8 Equipment examination:**

The Contractor must inspect, record, and report to the TA all equipment field modifications which may not comply with governing code regulations.

**5.9 Equipment labels:**

The Contractor must inspect/ensure all equipment for ULC/CSA labels as applicable, and record/report to the TA all items which are not compliant.

Each and every smoke detector, thermal detector, duct detector, signal bell, resistor, fire phone, speaker, annunciator and any other component in the system will be identified byzone and component numbers.

Certificate must include the Contractor's name, address, emergency service telephone number and the name of technical staff responsible for and assigned to the specific system involved. Certificate is to be provided once verification that all deficiencies are addressed, if applicable.

**5.10 Site Maintenance:**

- The Contractor must only use new materials for the completion of work. The Contractor must remove and dispose of all used materials, debris, and trash before leaving the site.
- The Contractor must clean up work area as work progresses
- The Contractor must remove all tools upon completion of work, and leave work areas in clean and orderly condition.

**5.11 Coordination of Site Inspections:**

The Contractor must contact the site representative to arrange a mutually convenient time to conduct inspections.

**5.12 System Shutdown & Service Interruptions:**

- Work must be done with the least possible interference or disturbance to normal use of premises.
- Any system shutdowns or service interruptions caused by maintenance or service or repair work must be coordinated with the TA and facility occupants.
- The Contractor must ensure that proper notification procedures are in place when working on Fire & Life Safety Systems. The Contractor must notify the following when applicable:
  - TA
  - Monitoring Service
  - Fire Department
  - Site Security

**5.13 Emergency Service Call Work:**

Repair work resulting from emergency service calls must be discussed with the TA to provide recommendations for best course of action, set priority of items, provide Budget cost estimate to complete repairs immediately, or provide a written repair quotation for approval, prior to any additional work being completed.



#### **5.14 Fire & Life Safety Repair Work:**

Recommendations for equipment repair/replacement must be provided to the TA after each inspection, along with firm pricing to complete the recommended work. No repair/replacement work can be started without written approval from the TA.

#### **5.15 Electrical Permits:**

The Contractor is responsible for obtaining electrical permits prior to electrical work taking place. If an electrical permit is not required, the Contractor upon request must be able to provide in writing confirmation from the Electrical Safety Authority that electrical permits are not required for the specific work

### **Extra Work – As & When Requested**

- 5.16** The equipment inventory identified in Appendix A must be inspected and maintained as described herein. All additional parts and labor required to effect repair to this equipment will be at extra cost to Canada.
- 5.17** For any repairs associated with the equipment inventory, the Contractor must submit to the Technical Authority for review, within twenty-four hours, a comprehensive part & labor cost summary and the reason(s) for repair. If the request is deemed fair and reasonable by the TA, compensation will be provided to the contractor as per extra work – As & When requested pricing in the contract. The proposed repairs must not proceed without prior consent in writing from the TA.
- 5.18** While the Contractor is on-site, deficiencies discovered that can be repaired with available material from the Contractor's stock must be billed as per the As and When Requested Work pricing within the contract. The Contractor must seek immediate approval from TA before proceeding with this corrective work.
- 5.19** Components used to repair or replace existing system components must be new, compatible with the existing inventory, Canada Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) Listed and must comply with most current applicable codes, standards, regulations and requirements.
- 5.20** The Contractor must identify modifications or improvements to the equipment or systems that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost for the repairs based on the As and When Requested Work pricing within this contract.

## **6. DELIVERABLES**

**The contractor must deliver the following:**

### **6.1 Deliverable for Task 5.0**

The Contractor must provide an inspection schedule to the TA within 30 days of contract award, within 30 days of a new service year, and within 30 days of an option period being exercised.

Please note the TA reserves the right to amend the inspection schedule at any time due to operational requirements.



**6.2 Deliverable for Task 5.1**

- The Contractor must provide an inspection report as per most recent codes and standards.
- The Contractor must provide a fire alarm audibility report for all rooms in the building for both ambient noise and fire alarm condition in the annual inspection report.
- Contractor must provide inspection report to the TA within 15 days of inspection.

**6.3 Deliverable for Task 5.2**

- The Contractor must provide certificate of inspection.
- The Contractor must provide a report on inspections as per most recent codes and regulations.
- Contractor must provide inspection report and certificate to the TA within 15 days of inspection.

**6.4 Deliverable for Task 5.3**

- The Contractor must provide report of inspection, making sure to include any deficiencies or required improvements
- The Contractor must identify on the report rooms with electrical service that do not have battery operated lighting units.
- Contractor must provide inspection report to the TA within 15 days of inspection.

**6.5 Deliverable for Task 5.4**

- The Contractor must provide inspection report to the TA within 15 days of inspection, noting any units that require replacement or upgrade.

**6.6 Deliverable for Task 5.5**

- The Contractor must provide an inspection report to the TA noting any failed, damaged, 10 years or older, and any non-compliant smoke detectors requiring replacement, within 15 days of inspection.

**6.7 Deliverable for Task 5.6, 5.7, and 5.8**

- The Contractor must provide report of inspection to the TA within 15 days of inspection, noting any units that require replacement or upgrade.

**6.8 Deliverable for Task 5.9**

- Inspection label/certificate must be attached to the control panel after final acceptance of system verification tests as instructed by the Authorized Representative.
- Contractor must attach the inspection label immediately upon completion of inspection.

**6.9 Deliverable for Task 5.13**

- The Contractor must be available to attend emergency calls 24 hours a day/ 7 days per week.

**6.10 Deliverable for All Tasks identified in section 5:**

- A detailed, comprehensive and signed annual inspection report must be submitted to the TA no later than fifteen (15) working days following the completion of the annual inspection, test, checks, maintenance and service. This document is to be building specific and include all noted deficiencies. The following items must be contained in the report:
  - Cite the specific article(s) and sub section(s) of the fire code within the report
  - Explain in detail any deficiencies to ensure client understanding
  - Stipulate what action is required to remedy all deficiencies



- 6.10.1** Upon completion of inspection, repairs, or maintenance the contractor must restore all relevant systems. The following must be ensured:
- Primary power indication lamp is on
  - System trouble signal and indicator is off
  - Control panel is locked
  - AC power switch enclosure (where applicable) is locked
  
  - All components of system, including ancillary and auxiliary devices, are reset or returned to the normal standby mode
  - The appropriate fire department and remote monitoring station are notified that the work undertaken as part of this contract is complete
- 6.10.2** The Contractor workmanship must meet or exceed industry standards.
- 6.10.3** The Contractor must unconditionally guarantee all labor and materials used on all work for a period of 12 months, or the manufacturer's warranty, whichever is longer.
- 6.10.4** All work completed on-site must follow the established health and safety policies of the facility.
- 6.10.5** Any required permits are the sole responsibility of the contractor.
- 6.10.6** Completed work must comply with all recent Codes, Standards and Regulations such as, but not limited to:
- Building Codes, Fire Codes, Electrical Safety Codes and Health and Safety Codes
  - CAN/ULC S524, S536, S37, S561-03 and S561-04
  - CSA Z460, Z462
  - Canada Labor Code Part II, WHMIS and Safety Data Sheets (SDS)
- 6.10.7** Preventative maintenance must include labor, supervision, consumable materials (pilot lights, fuses, cleaning material, bulbs, caulking, etc...), required equipment (lifts, ladders, scaffolding, specialized tools, etc...), transportation, and shop facilities, to complete the required annual inspections and any required maintenance.
- 6.10.8** Testing, inspection, and repairs can only be completed during regular building hours.
- 6.10.9** The Contractor must submit a detailed, site/work specific, implementation plan to the TA twenty (20) days prior to the commencement of work:
- The site/work specific implementation plan must include:
- A) A detailed, specific inspection schedule.
  - B) A detailed work plan and sequence of operation for the annual inspection.
  - C) The site – specific Health and Safety Plan
  - D) Hazardous Waste Management Plan
  - E) Contractor inspection checklist
- 6.10.10** As part of the site/work specific implementation plan the Contractor must submit to the TA, a detailed work plan including a sequence of operation for all of the events covered under the annual inspection. This work plan must include but is not limited to:
- lockout-tag out procedures
  - Site specific electrical inspection procedures
  - Spill Containment procedures
  - Quantities of hazardous waste products to be produced during the annual inspection.



**6.10.11** The Contractor must submit all Material Safety data sheets for products used on-site to the TA five working days before such material is brought to site.

**6.10.12** The Contractor must furnish all necessary personal protective equipment, tools, equipment, and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in this contract.

**7 LANGUAGE OF WORK**

The language of all work and deliverables must be English.

**8 LOCATION OF WORK**

The work must be performed at various Royal Canadian Mounted Police (RCMP) locations as noted in Appendix A.

Regular working building hours are from 08:00 – 16:00 (time & day may vary by location), Monday to Friday.

**9 TRAVEL**

Travel from the Contractor's location to the various RCMP locations is the responsibility of the contractor.

**10 MEETINGS**

The Contractor must attend an RCMP led start-up meeting within 15 days of contract award.



**Attachment 1 to Annex A – Annual Fire and Life Safety Inspections**

(Attached as separate document)



### ANNEX B - BASIS OF PAYMENT

**Please Note:** Annex B must be completed in its entirety, including the option years and rate per hour pricing. Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

#### **BIDDER'S PRICING:**

##### **Pricing Schedule 1: Fire Alarm and Emergency Lighting Inspection Services**

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

**Table 1.1 (dates to be inserted at award)**

INSPECTIONS – FIRM FIXED RATE PER LOCATION						
Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1st option, if 2nd option is exercised
D0582	271	Amaranth				
D2111	120	Ashern				
D1617	14	Beausejour				
D0439	79	Berens River				
D0439	112	Berens River				
D0296	494	Bloodvein				
D0596	187	Boissevain				
D0767	74	Brandon				
D4348	141	Brochet				
D0601	18	Carberry				
D1886	305	Carman				
D0034	406	Chemawawin				
D2593	490	Churchill				
D2605	284	Cranberry Portage				
D3546	30	Cross Lake				
D1034	2	Dauphin				
D0781	21	Deloraine				
D0795	44	Elphinstone				
D1912	179	Emerson				
D1645	197	Falcon Beach				
D2132	282	Fisher Branch				
D2146	58	Gimli				
D4164	377	God's Lake Narrows				





Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1st option, if 2nd option is exercised
D4349	56	God's River				
D1673	293	Grand Marais				
D2661	156	Grand Rapids				
D3492	546	Gypsumville				
D0807	64	Hamiota				
D2167	67	Headingley				
D3827	563	Island Lake				
D0657	177	Killarney				
D4351	219	Lac Brochet				
D1694	352	Lac du Bonnet				
D4369	419	Leaf Rapids				
D4369	555	Leaf Rapids				
D4441	515	Little Grand Rapids				
D2181	75	Lundar				
D2696	190	Lynn Lake				
D0671	351	Manitou				
D0814	81	Melita				
D0685	185	Minnedosa				
D4442	517	Moose Lake				
D1926	257	Morden				
D1947	85	Morris				
D0303	448	Nelson House				
D2715	162	Norway House				
D1961	303	Oakbank				
D4339	47	Oxford House				
D4345	94	Pauingassi				
D0295	467	Peguis Reserve				
D0299	493	Poplar River				
D1727	367	Powerview				
D4314	160	Pukatawagan				
D4314	456	Pukatawagan				
D0821	88	Reston				
D1083	92	Roblin				
D0842	62	Russell				
D2015	263	Saint-Pierre				
D1734	24	Selkirk Det				
D4211	209	Shamattawa				
D0877	184	Shoal Lake				
D2722	385	Snow Lake				
D0884	126	Souris				
D4357	146	South Indian Lake				
D4357	586	South Indian Lake				
D4358	78	Split Lake				
D2001	290	Sprague				



Cost Centre	DBU#	Location	Firm Yearly Rate for Period 1 - one (1) year from award of contract	Firm Yearly Rate for Period 2 – one (1) year from end of Period 1	Firm Yearly Rate for Option 1 – one (1) year from end of Period 2, if 1st option is exercised	Firm Yearly Rate for Option 2 – one (1) year from end of 1st option, if 2nd option is exercised
D3827	460	St. Theresa Point				
D1102	261	Ste Rose du Lac				
D2036	76	Steinbach				
D2195	345	Stonewall				
D1116	240	Swan River				
D4425	27	Tadoule Lake				
D2736	371	The Pas				
D2502	211	Thompson				
D0725	117	Treherne				
D0903	275	Virden				
D2804	176	Wabowden				
D0746	109	Wasagaming				
D1823	111	Whitemouth				
D3443	253	Winnipeg				
D0399	507	Winnipeg				
D0262	531	Winnipeg				
D1144	39	Winnipegosis				
D4426	319	York Landing				
<b>Pricing Schedule 1 - Subtotal</b>			<b>\$ (1)</b>	<b>\$ (2)</b>	<b>\$ (3)</b>	<b>\$ (4)</b>
<b>Table 1.1 Total for Evaluation</b>			<b>\$ (5)</b>			



**Pricing Schedule 2: Extra Work – As and When Requested**

"Extra Work " will be conducted on an as and when required basis. Estimated quantity of hours per year for extra work – as and when requested is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix 1 - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Site Authority prior to conducting any extra work.

Submit a Firm All-inclusive Hourly Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

**Table 2.1 – Pricing to cover initial twenty-four (24) month term (dates to be inserted at award) DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.1:</b>			<b>\$ _____(1)</b>

**Table 2.2 – Pricing to cover initial twenty-four (24) month term OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.2:</b>			<b>\$ _____(2)</b>



**Table 2.3 – Pricing to cover initial twenty-four (24) month term  
SUNDAYS & STATUTORY HOLIDAYS**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.3:</b>			<b>\$ _____(3)</b>

**Table 2.4 – Pricing to cover the first (1st) twelve (12) month option period  
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.4:</b>			<b>\$ _____(4)</b>

**Table 2.5 – Pricing to cover the first (1st) twelve (12) month option period  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.5:</b>			<b>\$ _____(5)</b>



**Table 2.6 – Pricing to cover the first (1st) twelve (12) month option period  
SUNDAYS & STATUTORY HOLIDAYS**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.6:</b>			<b>\$ _____(6)</b>

**Table 2.7– Pricing to cover the second (2nd) twelve (12) month option period  
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.7:</b>			<b>\$ _____(7)</b>

**Table 2.8 – Pricing to cover the second (2nd) twelve (12) month option period  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

<b>Extra Work – As and When Requested</b>	<b>Price per Hour (a)</b>	<b>*Estimated Hours (b)</b>	<b>Extended Price (a) x (b)</b>
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.8:</b>			<b>\$ _____(8)</b>



**Table 2.9 – Pricing to cover the second (2nd) twelve (12) month option period  
SUNDAYS & STATUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Personal :</b>			
Canadian Fire Alarm Association (CFAA) Certificate	\$ _____/hr	10	\$ _____
Journeyman Electrician	\$ _____/hr	10	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.9:</b>			<b>\$ _____(9)</b>

**Table 2.10 – MATERIALS:** All products and materials will be invoiced at the Contractor's wholesale 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)	Extended Price (a) x (b)
Initial 24 month term	_____ %	\$20,000	\$ _____
First (1st) 12 month option period	_____ %	\$12,000	\$ _____
Second (2nd) 12 month option period	_____ %	\$12,000	\$ _____
<b>EXTENDED PRICE SUB-TOTAL Table 2.10:</b>			<b>\$ _____(10)</b>

**Table 2.11**

Pricing Schedule 2: Extra Work – As and When Requested	Total Price
<b>TOTAL PRICE Table 2.1 to Table 2.10 = (1) + (2) + (3) + (4) + (5) + (6) + (7) + (8) + (9) + (10) =</b>	<b>\$ _____ (11)</b>

**Table 3**

<b>TOTAL ASSESSED PROPOSAL PRICE:</b>		<b>Sum of Bidder's Pricing:</b>
1	Pricing Schedule 1: Table 1.1 Total Price <b>(Fire Alarm and Emergency Lighting Inspection Services) - :</b>	<b>\$ _____(5)</b>
2	Pricing Schedule 2: Table 2.11 Total Price <b>Extra Work – As and When Requested :</b>	<b>\$ _____(11)</b>
<b>Total Assessed Proposal Price = (5) + (11) =</b>		<b>\$ _____(12)</b>



**Attachment 1 to Annex B - COST ESTIMATE FORM FOR EXTRA WORK**

- Contract: \_\_\_\_\_ Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Work: (Please attach a separate sheet if required)						
Direct Costs	Hourly Rate(s) as per Contract					
(i) Direct Labour	# of Hours	Mechanical / HVAC	Plumber / Gas Fitter	Electrician	Helper	Total
Repair Work Labour						\$
Emergency Calls Labour						\$
Other Labour (Specify _____)						\$
Total Direct Labour						\$ _____ (i)
(ii) Direct Material Costs *	Contractor's Wholesale Cost			Mark-up	Total	
Replacement Parts				X _____ %	\$	
Repair Parts				X _____ %	\$	
Other Material (Specify _____)				X _____ %	\$	
Total Direct Material Costs						\$ _____ (ii)
(iii) Other Direct Costs					Total	
Other (Specify _____)					\$	
Total Other Direct Costs						\$ _____ (iii)
Sum of Total Direct Costs (I + ii + iii) (GST/HST extra) = TOTAL PRICE						\$ _____

\*Materials will be charged at our laid-down cost plus a mark-up of \_\_\_\_\_ %  
 (to be completed at time of contract award)

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

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

RCMP Authorities Signature: \_\_\_\_\_

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



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

(Attached as separate document)





## ANNEX "D" - INSURANCE REQUIREMENT

### COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owner's or Contractor's Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.



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

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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



**ANNEX "E" - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

*(Attached at the end of the document)*