



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

Bid Receiving/Réception des soumissions
Suparna.Sarker@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

Title – Sujet Maintenance and Repair of Gym Equipment in the National Capital Region (NCR)		Date January 13, 2023
Solicitation No. – N° de l'invitation 202301764/B		
Client Reference No. - No. De Référence du Client 202301764		
Solicitation Closes – L'invitation prend fin		
At / à :	14 :00 hours	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	February 10, 2023	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services 73 Leikin Drive Ottawa, ON, K1A 0R2		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Suparna.Sarker@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 343-541-8475	Facsimile No. – No. de télécopieur	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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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 must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) 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;
 - (c) 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 Contractor must perform the Work in accordance with the Statement of Work at Annex A.

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: 180 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and email 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 Ontario.

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (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>). 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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.

MANDATORY TECHNICAL EVALUATION CRITERIA

MANDATORY CRITERIA

Interpretation of Personnel Requirement by the Evaluation Team

1. The statements and requirements in this article apply to the Mandatory personnel information.
2. To demonstrate the experience of personnel (i.e. resources), the Bidder must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable; two months, provided that the experience is applicable;
 - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
5. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) months preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
6. Phrases such as "experience" dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

Instructions to bidders for responding to mandatory criteria:

1. From the dates in month/year; bidders are encouraged to calculate the number of months and insert the total number of months in brackets; example: January 2006 to March 2006 (3 months).
2. To demonstrate experience, as per M.1, the bidder must provide a Project summary(ies).
3. To demonstrate Resource experience, as per M.1, M.2 and M.3, the Proposed Resource(s) must provide a resume. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the mandatory evaluation.

CORPORATE

Item	Description	Met/Not Met	Bidder's Substantiation or Reference to Proposal (page or section number)
<p>M.1</p>	<p>The Bidder must propose up to three (3) resources and provide detailed resumes for each which highlight each resource's experience completing preventive maintenance and repairs on fitness equipment.</p> <p>The detailed resumes must include the following:</p> <ul style="list-style-type: none"> • Client names • Summary of the resource's tasks and responsibilities • Frequency and duration of the work (i.e., monthly on an annual basis, as and when required, etc.) • Variety of equipment serviced. 		
<p>M.2</p>	<p>The Bidder must demonstrate, by referencing the detailed resumes provided for M1, that each resource has a minimum of 36 months' experience in the last 60 months performing preventative maintenance, inspection, lubrication and interior cleaning of Commercial and Light Commercial* fitness equipment.</p> <p>*Commercial Fitness equipment: Commercial rated equipment has 8 hours plus of daily use.</p> <p>*Light Fitness Equipment: Light commercial equipment has restrictions of 4 to 6 hours of daily use.</p>		

M.3	<p>The Bidder must demonstrate, by referencing the detailed resumes provided for M1, that at least one of the proposed resources has 36 months' experience in the last 60 months in the repair, rebuild and maintenance of strength training and cardiovascular machines*.</p> <p>*Cardiovascular machines: (e.g. Treadmill; Elliptical; Spin bike; Stepper; Rower; etc.)</p> <p>*Strength Training Equipment: (e.g. Leg Press; Leg Extension; Leg Curl; Lat Pulldown; Seated Shoulder Press, etc – Selectorized or with Olympic Plates. Or Flat Utility Bench; flat/Incline/Decline Bench; Olympic Bench Press; Inclined Olympic Bench Press, etc.</p>		
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RESOURCES

Item	Description	Met/Not Met	Bidder's Substantiation or Reference to Proposal (page or section number)
M.4	<p>The Bidder must provide a work plan for each site identified in the Statement of Work. The work plan must:</p> <ul style="list-style-type: none"> • Include a checklist which details the inspection, maintenance, lubrication and cleaning processes to be completed for each of the three categories of fitness equipment. 		

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 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.

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.

5.1.3.2 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contacting 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.

5.1.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**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:
 - b. prices;
 - c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit, or not to submit, a bid; or
 - e. 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)

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 Enhanced Reliability Status (ERS) 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.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

6.4.2 Option to Extend the Period of the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Suparna Sarker

Title: Procurement Officer
Royal Canadian Mounted Police
Address: 73 Leikin Drive, Ottawa, ON, K1A 0R2
Telephone: 343-541-8475
E-mail address: Suparna.Sarker@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: _____
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: _____
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: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Basis of Payment – Services – Firm Hourly Rates

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.

6.7.1.2 Basis of Payment – Parts – Ceiling Price

For the Work described in Section 4.4 of the Statement of Work at Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a ceiling price of \$ _____ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure – Services

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at contract award). 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 Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7.4 SACC Manual Clauses

[C0710C](#) (2007-11-30) Time and Contract Price Verification

[C0711C](#) (2008-05-12) Time Verification

[C2000C](#) (2007-11-30) Taxes - Foreign-based Contractor

[C2604C](#) (2010-01-11) Canadian Customs Duty and Sales Tax - Foreign-Based Contractor

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;
- c. a copy of the monthly progress report, if applicable.
- d. a copy of the invoice for any parts required for repairs outside of warranty.

2. Invoices must be distributed as follows:

- a) One (1) copy must be forwarded by email to Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b) One (1) copy must be forwarded by email to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 specified 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;
- f. the Contractor's bid dated _____ (*To be Specified 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, by telephone at 1-866-734-5169, or by web at 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6.13 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14 Environmental Considerations

Environmental Considerations Where applicable, suppliers are encouraged to consider the following environment considerations:

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 EcoRated 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: Where applicable, suppliers are encouraged to:

- 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.

6.15 SACC Manual Clauses

[A9039C](#) (2008-05-12) Salvage

[B7500C](#) (2006-06-16) Excess Goods

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

ANNEX A

STATEMENT OF WORK

1.0 TITLE

Maintenance and Repair of Gym Equipment in the National Capital Region (NCR)

2.0 BACKGROUND

The Royal Canadian Mounted Police (RCMP) has a responsibility to ensure all members are fit for police duties. Police Officers require access to fitness facilities with a wide variety of equipment in order for them to maintain their strength and cardiovascular fitness. There are currently several locations within the NCR that offer this equipment, and regular preventive maintenance and repair services are required to ensure the equipment remains functional and safe for members to use.

3.0 SCOPE

The RCMP has a requirement for a Contractor to provide monthly, quarterly and as and when requested maintenance and repair services for a variety of fitness equipment in various RCMP locations within the National Capital Region. Details are provided below.

4.0 TASKS

The Contractor must advise the Project Authority by email within 12 hours of any defects/deficiencies or worn parts. The email must provide sufficient details on the nature and risk of the defect (i.e. treadmill belt wearing down – risk of complete separation; recommend replacement as soon as possible) and a photo if possible. The email must provide a cost estimate for the parts and estimated length of time to complete the repair.

4.1 Category A: Strength Training Equipment

Preventive maintenance, functionality and safety inspection of strength training equipment:

The Contractor must perform the following:

- a) Lubricate guide rods as needed as well as clean with appropriate products (silicone, teflon, mineral oil, etc).
- b) Lubricate all pop pins, bushing/shaft pivot points and linear bearings.
- c) Safety check: close inspection on all drive cable, belts or chain drive for wear, alignment and integrity and adequate tension. Lubricate if applicable.
- d) Upholstery: check for cracked vinyl, seam breakdown and foam integrity; rebuild if necessary and perform on site upholstery repair work that must be approved by the Project Authority.
- e) Ensure the selector pins are present and in good working order.
- f) Check the proper basic function of each machine overall integrity (foam grip, bumper and correct signage).
- g) Check the welds and frame for stress cracks and correct bolt together fastening systems.
- h) Observe all pulleys, cams and transfer systems to ensure correct tension.
- i) Check all dumbbells and barbells (end cap bolts and bar integrity).

4.2 Category B: Treadmills

Preventive maintenance, functionality and safety inspection of cardiovascular equipment: Treadmills

The Contractor must perform the following:

- a) Check all/any software safety shutdown devices and error log (complete electronic inspection), mechanical stop button and tether cords. Rebuild / repair if necessary.

- b) Motor maintenance with amperage, ohm (unit of electrical resistance in the International System of Units (SI) and voltage checks, loaded and unloaded at different speeds to determine proper function. Rebuild / repair as necessary.
- c) Check all electrical connections. Repair if needed.
- d) Lift motor maintenance; rebuild or repair as necessary.
- e) Check rollers, running belt and deck systems.
- f) Check lower electronics.
- g) Ensure all guards and covers are intact for the safety of users and the equipment itself.
- h) Check the functionality of the key pads; repair / replace as required.
- i) Vacuum out and wipe down, entire interior of treadmill if necessary.
- j) Lubricate, repair / rebuild and make minor adjustment, as required, determined by equipment usage.

4.3 Category C: Cardiovascular equipment

Preventive maintenance, functionality and safety inspection of cardiovascular equipment:

Bikes, steppers, rowers, elliptical and other cardiovascular equipment

The Contractor must perform the following:

- a) Safety checks on seats, handles, grips and pedal straps; repair / replace as required.
- b) Clean, lubricate, adjust:
 - the rotary and linear systems the pedal crank arms system
 - the primary axles and flywheels systems
 - the resistance systems (friction pads, friction belts, etc) the belts, cables, chains, springs
 - ... repair / replace as required.
- c) Generator, alternator and batteries check: vacuum, rebuild / replace / repair as necessary.
- d) Electronic checks of the control boards; amperage, ohm and voltage tests to determine proper function. Rebuild / repair as necessary.
- e) Ensure all guards and covers are intact for the safety of users and the equipment itself.
- f) Check the functionality of the key pads; repair / replace as required.
- g) Vacuum out the interior of the machines if necessary.
- h) Lubricate, repair / rebuild and make minor adjustment, as required, determined by equipment usage.

4.4 Category D: Repairs

On an as and when requested basis, the Contractor must:

- i. Respond to service calls within 48 hours and provide a detailed summary of the equipment issues by email to the Project Authority within 12 hours. The summary must include the estimated price for replacement parts and estimated length of time to complete the work.
- ii. Provide maintenance and repairs on request within a maximum of 3 working days of receipt of a request for service.
- iii. Obtain pre-approval by the Project Authority, as per the Contractor's quote, prior to start of repairs.
- iv. Where a cost estimate has been submitted and accepted by Project Authority, the Contractor must complete the work or services at a cost no greater than such estimate.
- v. Replace broken parts with only new, original parts and on the approval of the Project Authority.
- vi. Return replaced parts to the Project Authority.

5.0 CONTRACTOR'S RESPONSIBILITIES

During a preventive maintenance visit, the Contractor must advise the Project Authority of any abnormalities or parts that are recommended for replacement and provide the price for the parts by email within 48 hours during business days. The Project Authority will decide when the work should be done, based on the recommendations of the Contractor.

All inspections must be carried out in accordance with the equipment manufacturer's published recommended preventive maintenance schedule. The equipment has a Serial Number (S/N) and brands/makes/models/age are provided to the Contractor with a brief detail of the maintenance/repair to be performed.

If maintenance is required less than one time per month the hours are carried out to the next month. If maintenance is required more than one time per month the hours will be taken on the next month to cover the hours that were worked in the previous month.

In the event that a breakdown occurs, service must be provided within 48 hours from time of notification excluding week-ends and holidays and pending parts availability, at no additional cost. This work will be taken from the estimated hours a month of preventive maintenance for the appropriate period or when requested by call.

6.0 LANGUAGE OF WORK

The work and all deliverables are to be completed in either English or French.

7.0 TRAVEL

The Contractor is not required to travel under this contract. Travel costs incurred between the Contractor's place of business and the RCMP locations will not be reimbursed.

8.0 MEETINGS

There are no meetings anticipated for this contract, however, should the need arise, the Project Authority will advise the Contractor by phone/email a minimum of 24 hours before. Meetings will take place at the location identified by the Project Authority (e.g. on-site, by phone or teleconference).

9.0 RCMP SUPPORT

The RCMP will:

- Advise the Contractor when a piece of equipment is removed and replaced by a new one;
- Provide approval for repairs within 2 days/ 48 hours of submission of the estimate by the Contractor;

10.0 LOCATION OF WORK & SCHEDULE

FREQUENCY	SITE	LOCATION	SITE AUTHORITY (PROVIDED AT CONTRACT AWARD)	ESTIMATED LEVEL OF EFFORT
Monthly	Leikin	73 Leikin Drive, Ottawa, ON, K1A 0R2		Up to 16 hours monthly
	Nicholson	1200 Vanier Parkway, Ottawa, ON, K1A 0R2		Up to 16 hours monthly
	Leomont	155 McArthur Ave, Ottawa, ON, K1A 0R4		Up to 16 hours monthly

FREQUENCY	SITE	LOCATION	SITE AUTHORITY (PROVIDED AT CONTRACT AWARD)	ESTIMATED LEVEL OF EFFORT
	T-POF	1426 St. Joseph Boulevard, Orleans, ON, K1A 0R2		Up to 16 hours monthly
Quarterly	Air Services	2000 Research Road, Ottawa, ON, K1A 0R2		Up to 8 hours quarterly
	Coventry	440 Coventry Road, Ottawa, ON, K1A 0R2		Up to 8 hours quarterly
	Governor General's Residence	Governor General's Residence (1, Sussex Drive, Ottawa, ON K1A 0A1)		Up to 8 hours quarterly

11.0 Equipment List by Location

11.1 Leikin

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Leg Curl Selectorized	Atlantis	Precision Serie / Pulse	1
2	Standing Calves Selectorized	Atlantis	Precision Serie / Pulse	1
3	Seated Back Lat Pull Selectorized	Atlantis	D-212	1
4	Seated Shoulder Presss Selectorized	Atlantis	Precision Serie / E-149	1
5	Assisted Lat Pull/Dips Selectorized	Atlantis	Precision Serie / D-131	1
6	Seated Chest Press Selectorized	Atlantis	P-140	1
7	Seated Pec/Rear Delt Selectorized	Body Master	S-504	1
8	Lat Pull Down Selectorized	Atlantis	D-123	1
9	Low Row Selectorized	Atlantis	D-132	1
10	Cross Over Machine (2 Stacks) Selectorized	Atlantis	Precision Serie	1
11	Diverging Seated Rowing (Olympic Plate Loadable)	BodyMaster	CXP713	1
12	Total Shoulder Pec/Row/Deltoid (Olympic Plate Loadable)	Paramount	PFW9200	1
13	Olympic Flat/Incline/Decline Bench Press (Olympic Plate Loadable)	Paramount		1
14	Olympic Seated Calves (Olympic Plate Loadable)	Atlantis	M-219	1
15	40° Incline Leg Press (Olympic Plate Loadable)	BodyMaster	LXP740/Maxi Cam	1
16	Olympic Leg Extension (Olympic Plate Loadable)	Paramount		1

17	Olympic (Horizontal) Leg Curl (Olympic Plate Loadable)	Paramount	FW-200	1
18	Olympic T-Bar Row Bench (Olympic Plate Loadable)	Atlantis	D-125	1
19	Olympic Smith Machine (Olympic Plate Loadable)	Atlantis	E-154	1
20	Olympic Bench Press	Atlantis		1
21	Olympic Lifting Platform	York		1
22	Olympic Squat Rack	Paramount		1
23	Long Incline Bench	Atlantis	B-176	1
24	Chin Up/Dips/Leg Up Bench	Atlantis		1
25	Adjustable Back Extension Bench	Atlantis		1
26	Back Extension	BodyMaster		1
27	Adjustable Abdo Bench	BodyMaster		1
28	Leg Up/Dips Bench	BodyMaster		1
29	Preacher Curl Bench	Atlantis		1
30	Biceps/Triceps/Shoulders Straight Bench	BodyMaster		1
31	Utility Bench	Rogue		1
32	Adjustable Flat/Incline/Decline Bench	Atlantis PowerBody		2
33	Push/Pull Machine	PTM Equipment Inc. LEPAT Inc.		1

CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM 835	8

CATEGORY C – Cardiovascular Equipment				
1	Rower Machines	Concept II	PM3	4
2	Jacobs Ladder		JL	1
3	StairStepper	StairMaster	Gountlet LCD	2
4	Upright Electronic Bikes	Precor		3
5	Paddle Rower	PaddleOne		1
6	Assault AirDyne Bikes	Rogue	V2.0	2
7	Stepper	StairMaster		1
8	Stepper	SciFit		1
9	Elliptical Machines (Without Arms)	Precor		3
10	Elliptical Machines (With Arms)	Precor		3
11	AMT Open Stride	Precor	100i	1
12	Recumbent Bike	Precor		1
13	Recumbent Bike	True		1
14	Upper Arm Bike (Upper Body Exerciser)	SciFit	IFI Pro1	1
15	Spinning Bikes with Electronic Screen Display (ESD)	Precor	Spinner Chrono Power w/Consol	12

	Spinning Bikes with Electronic Screen Display (ESD)	Stages	SC3 W/Eco Screen Console & Power Meter	3
16	Spinning Bikes without ESD	Schwinn	IC Pro	5

11.2 Nicholson

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Leg Curl Selectorized	Pulse		1
2	Seated Shoulder Presss Selectorized	Atlantis		1
3	Assisted Lat Pull/Dips Selectorized	Atlantis	Precision Serie / D-131	1
4	Seated Pec/Rear Delt Selectorized	BodyMaster	S-504	1
5	Abdominal Machine	Pulse		1
6	Lat Pull Down Selectorized	Atlantis	D-123	1
7	Low Row Selectorized	Atlantis	D-132	1
8	Cross Over Machine (2 Stacks) Selectorized	Atlantis		1
9	Leg Curl Selectorized	Pulse		1
10	Olympic Seated Calves (Olympic Plate Loadable)	Atlantis		1
11	40° Incline Leg Press (Olympic Plate Loadable)	MaxiCam		1
12	Olympic Smith Machine (Olympic Plate Loadable)	Elit Sports	E-155	1
13	Chin Up/Dips/Leg Up Bench	Maxicam		1
14	Adjustable Back Extension Bench	Atlantis		2
15	Adjustable Abdo Bench	BodyMaster		1
16	Preacher Curl Bench	Atlantis		1
17	Olympic Incline Bench Press	Atlantis		1
18	Olympic Bench Press	Atlantis		1
19	Olympic Squat Rack	Paramount		1
20	Adjustable Flat/Incline/Decline Bench	Atlantis PowerBody		2
21	Push/Pull Machine	PTM Equipment Inc. LEPAT Inc.		1

CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM835	6
2	Curve Treadmill	Woodway		1

CATEGORY C – Cardiovascular Equipment				
1	Elliptical Machines (Without Arms)	Precor		4
2	Adaptive Motion Trainer	Precor	100i	2
3	Upright Electronic Bikes	Precor		2
4	StairStepper	StairMaster	Gountlet LCD	1
5	Jacobs Ladder		JL	1
6	Recumbent Bike	Precor		1
7	Recumbent Bike	True		1

8	Spinning Bikes without ESD	Schwinn	IC Pro	10
9	Rower Machines	Concept II	PM3	2
10	Concept 2 Ski Erg Machine		PM5	1



11.3 Air Services

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Olympic Flat/Incline/Decline Bench Press Forward or Back Adjustement	Atlantis		1
2	Lat Pull/2 Poulies Adjustable/Incline + Flat Bench	Torque Fitness		1
3	Flat/Incline/Decline/Biceps Bench	NorthernLights		1

CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM835	2

CATEGORY C – Cardiovascular Equipment				
1	Adaptive Motion Trainer	Precor	100i	1
2	Upright Electronic Bikes	Precor		1
3	Spinning Bikes without ESD	Schwinn	IC Pro	1
4	Rower Machines	Concept II	PM3	1



11.4 Leomont

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Leg Curl Selectorized (Horizontal)	Atlantis		1
2	Leg Extension Selectorized (Horizontal)			
3	Seated Shoulder Press Selectorized	Atlantis	Precision Serie / E-149	1
4	Seated Chest Press Selectorized	Atlantis	P-140	1
5	Assisted Lat Pull/Dips Selectorized	Atlantis	Precision Serie / D-131	1
6	Seated Pec/Rear Delt Selectorized	Atlantis		1
7	Lat Pull Down Selectorized	Atlantis	D-123	1
8	Low Row Selectorized	Atlantis	D-132	1
9	Cross Over Machine (2 Stacks) Selectorized	Atlantis		1
10	Olympic Seated Calves (Olympic Plate Loadable)	Atlantis	M-219	1
11	40° Incline Leg Press (Olympic Plate Loadable)	Atlantis	C-401	1
12	Olympic Smith Machine (Olympic Plate Loadable)	Elit Sports	E-155	1
13	Pull Up/Dips Bench	Maxicam		1
14	Adjustable Back Extension Bench	Atlantis		1
15	Adjustable Abdo Bench	BodyMaster		1
16	Leg Up Bench	Pulse Fitness		1
17	Preacher Curl Bench	Atlantis		1
18	Utility Bench	Atlantis		2
19	Olympic Bench Press	Atlantis		1
20	Adjustable Flat/Incline/Decline Bench	Atlantis PowerBody		3

CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM835	4
2	Treadmill	StartTrac		1

CATEGORY C – Cardiovascular Equipment				
1	Elliptical Machines (Without Arms)	Precor		3
2	Adaptive Motion Trainer	Precor	100i	1
3	StairStepper	StairMaster	Gountlet LCD	1
4	Jacobs Ladder		JL	1



5	Spinning Bikes with Electronic Screen Display (ESD)	Stages	SC3 W/Eco Screen Console & Power Meter	3
6	Spinning Bikes without ESD	Schwinn	IC Pro	6
7	Rower Machines	Concept II	PM3	2



11.5 TPOF

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Leg Curl Selectorized	Atlantis		1
2	Standing Calves Selectorized	Atlantis	Precision Serie / M-118	1
3	Seated Shoulder Presss Selectorized	Atlantis		1
4	Assisted Lat Pull/Dips Selectorized	Atlantis	Precision Serie / D-131	1
5	Olympic Smith Machine	Atlantis	E-155	1
6	Seated Pec/Rear Delt Selectorized	Atlantis		1
7	Lat Pull Down Selectorized	Atlantis	D-123	1
8	Low Row Selectorized	Atlantis	D-124	1
9	Cross Over Machine (4 Stacks) Selectorized	Atlantis	P-247	1
10	Diverging Seated Row	BodyMaster	CXP-713	1
11	Olympic Seated Calves (Olympic Plate Loadable)	Atlantis		1
12	Leg Press Selectorized	Atlantis		1
13	Olympic Smith Machine (Olympic Plate Loadable)	Elit Sports	E-155	1
14	Dips/Leg Up Bench	BodyStrength		1
15	Back Extension	Pulse Fitness		1
16	Adjustable Incline Abdo Bench	Atlantis	A-166	1
17	Preacher Curl Bench	Paramount		1
18	Olympic Incline Bench Press	Atlantis		1
19	Olympic Bench Press	Atlantis		2
20	Olympic Half Squat/Power	Atlantis		2
21	Adjustable Flat/Incline/Decline Bench	Atlantis PowerBody		4

CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM835	5
2	Curve Treadmill	Woodway		2

CATEGORY C – Cardiovascular Equipment				
1	Elliptical Machines (Without Arms)	Precor		3
2	Adaptive Motion Trainer AMT – Open Stride	Precor	100i	1
3	Adaptive Motion Trainer AMT – Open Stride	LifeFitness		1
4	Upright Electronic Bikes	Precor		2



5	Air Dyne Bike	Rogue	Echo / V2.0	2
6	Jacobs Ladder		JL	1
7	Spinning Bikes without ESD	Schwinn	IC Pro	3
8	Rower Machines	Concept II	PM3	2
9	Concept 2 Ski Erg Machine		PM5	1



11.6 Coventry

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Leg Curl Selectorized	Atlantis		1
2	Cross Over Machine (2 Stacks) Selectorized	Atlantis		1
3	Universal Machine (Leg Ext; Lat Pull Dow; Chest Press/Pac Deck)	MaxiCam		1
4	Olympic Bench Press	Atlantis		1
5	Olympic Smith Machine (Olympic Plate Loadable)	Atlantis		1
6	Dips/Leg Up Bench	BodyStrength		1
7	Back Extension			1
8	Abdominal Machine Selectorized	Atlantis		1
9	Adjustable Back Extension Bench	Atlantis		1
10	Preacher Curl Bench	Paramount		1
11	Not Adjustable Abdo Bench	Atlantis		1
12	Olympic Bench Press	Atlantis		1
13	Adjustable Flat/Incline/Decline Bench	Hoist PowerBody		2
CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM835	2
CATEGORY C – Cardiovascular Equipment				
1	Elliptical Machines (With Arms)	Precor		2
2	Steppers	Precor		2
3	Upright Electronic Bikes	Precor		1
4	Spinning Bikes without ESD	Schwinn	IC Pro	2
5	Rower Machines	Concept II	PM3	1



11.7 Governor General House

Item	Description	Make	Model	Quantity
CATEGORY A – Strength Training Equipment				
1	Combo Leg Ext./Leg Curl Selectorized	Atlantis	Precision Serie	1
2	Total Shoulder Pec/Row/Deltoid Selectorized	Paramount	PFW9200	1
3	Olympic Two Stand Bench/Squat	Atlantis		1
4	Universal Back/Abdo/Leg	Atlantis NM200		1
CATEGORY B - Treadmills				
1	Treadmills	Precor	TRM835	1
CATEGORY C – Cardiovascular Equipment				
1	Elliptical Machines (With Arms)	Precor		1
2	Spinning Bikes without ESD	Schwinn	IC Pro	1



**ANNEX B
 BASIS OF PAYMENT**

1.0 SERVICES:

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

FOR EVALUATION PURPOSES ONLY

The Bidder must provide their firm hourly rates in Column A of Table 1 for the initial contract period and each option year. The Bidders must complete the extended calculation in Column C.

FINANCIAL EVALUATION= SUM TOTAL OF COLUMNS C (TAXES NOT INCLUDED)

TABLE 1 – HOURLY RATES

Period	Firm All Inclusive Hourly Rate (a)	Estimated Level of Effort in Hours (b)	Total Estimated Cost for Evaluation (c) = (a) x (b)
Initial Contract – Contract award from April 1 st , 2023 to March 31, 2024	\$	288	\$
Option Period 1 – April 1 st , 2024 to March 31, 2025	\$	288	\$
Option Period 2 – April 1 st , 2025 to March 31, 2026	\$	288	\$
Option Period 3 – April 1 st , 2026 to March 31, 2027	\$	288	\$
Option Period 4: - April 1 st , 2027 to March 31, 2028	\$	288	\$
Sum Total for Evaluation Purposes (Services):			\$
Applicable taxes: _____ %HST			
_____ %PST			\$
_____ %GST			



2.0 PARTS:

For the Work described in Section 4.4 of the Statement of Work at Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment detailed herein, to a ceiling price of \$ _____ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Period	Ceiling Price
Initial Contract – Contract award from April 1 st , 2023 to March 31, 2024	<i>To be provided at contract award by RCMP</i>
Option Period 1 – April 1 st , 2024 to March 31 st , 2025	<i>To be provided when the option period is exercised</i>
Option Period 2 – April 1 st , 2025 to March 31 st , 2026	<i>To be provided when the option period is exercised</i>
Option Period 3 – April 1 st , 2026 to March 31 st , 2027	<i>To be provided when the option period is exercised</i>
Option Period 4: - April 1 st , 2027 to March 31 st , 2028	<i>To be provided when the option period is exercised</i>



ANNEX C
SECURITY REQUIREMENTS



Government of Canada
Gouvernement du Canada

SRCL101816 Contract Number / Numéro du contrat 202301497
Security Classification / Classification de sécurité Unclassified / non-classifiée

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 RCMP NHQ - Ottawa, ON		2. Branch or Directorate / Direction générale ou Direction Training Section / Fitness and Lifestyle	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Maintenance & Repair of gym equipment for the Seven (5) RCMP's Gyms in the National Capital Region (NCR). Three (3) gyms under HQ (Leitlin; Nicholson & Air Services). Four (5) gyms under National Division (Lacombe; TPGF; 440 Govenry & General Governor's House, OGG). Preventive maintenance, repair; functionality, safety inspection, lubrication, interior cleaning services of CARDIOVASCULAR equipments for the eight RCMP's gyms. Preventive maintenance, repair; functionality, safety inspection, lubrication of MUSCULAR equipments for the eight RCMP's gyms.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: <input type="checkbox"/> 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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : RCMP requires Enhanced Screening = La GRC exige un filtrage approfondi	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

IBS/SC1 350-103(2004/12)

Security Classification / Classification de sécurité





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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	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Matériels / 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 / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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 / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



General Security Requirements

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. All Protected information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security.
3. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure. (i.e. loss of sensitive information, accidental or deliberate.)
4. Photography is not permitted. If photos are required, please contact the Organization Project Authority and Departmental Security Section.
5. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.
6. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
7. The RCMP's Departmental Security Section (DSS) reserves the right to:
 - conduct inspections of the contractor's site/premises. Inspections may be performed prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the inspection is to ensure the quality of security safeguards.
 - request photographic verification of the security safeguards. Photographs may be requested prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the photographs is to ensure the quality of security safeguards.
 - provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards).
8. To ensure Canada's sovereign control over its data, all sensitive or protected data under government control will be stored on servers that reside in Canada. Data in transit will be appropriately encrypted.



Physical Security

1. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives.
2. Before entering an operational area of an RCMP building/facility, contractors and Sub-contractors not cleared to ERS, must turn in all electronic devices, e.g. cell phones, cameras, smartphones to the reception/security desk until the person leaves.
3. The contractor may not use un-screened personnel for portions of the work.
4. The contractor may not remove any Protected and/or Classified information or assets from RCMP properties and/or facilities.
5. The contractor may not produce, manufacture, repair and/or modify any Protected and/or Classified material or equipment on its site or premises.
6. A building access card is required for admittance to or movement within an RCMP building/facility, which must be worn and visible at all times.
7. RCMP personnel are to ensure that all spaces are sanitized prior to contractor access.

IT Security

No IT security component

Personnel Security

1. All contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
3. As the supplier and its employees will have access to RCMP Protected and/or Classified information, an RCMP Clearance at the appropriate level is required. Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP identifies a requirement for ERS or a security clearance; the Contractor will submit the following to the RCMP:

1. Form TBS 330-23 (LERC version)
2. Form TBS 330-60
3. Form RCMP 1020-1 (Pre Interview)



4. Copy of Birth Certificate and Driver's License
5. 2 Passport size pictures.

The RCMP:

1. will conduct personnel security screening checks above and beyond the security requirements outlined in the *Policy on Government Security*
2. will conduct a security interview
3. will obtain a set of fingerprints