

## STATEMENT OF WORK FOR ARMOURED TRANSPORT SERVICES

### 1.0 SCOPE

#### 1.1 Purpose

The purpose of this Statement of Work is to define the scope and requirements for the provision of Armoured Transport Services for the Seized Property Management Directorate (SPMD), Public Service and Procurement Canada (PSPC).

#### 1.2 Background

The Seized Property Management Directorate (SPMD) is responsible for the management of assets that have been seized or restrained by law enforcement or by other authorized persons employed in the federal, provincial or municipal administration government systems. The seized assets, including either goods or monies, or both, may be related to designated offences or are part of the proceeds of crime or offence-related incident.

#### 1.3 Acronyms, Abbreviations and Definitions

Acronym or Abbreviation	Expanded Term	Definition ( as applicable)
Authorized Client Source		The designated Federal, Provincial or Municipal Government Personnel assigning care and custody of the asset shipment at the identified Pick-up location.
Business Day		All weekdays, Monday through Friday excluding statutory holidays.
Cash		Currency and / or coins
CIT	Cash in Transit	
Delivery Location		The location identified by the Client Source at Pick-up where the Contractor must deliver Cash Shipments OR the location identified on the Call-up by the SPMD as the address or facility where the Contractor must to deliver the property shipment.
Loss		Loss, damage, theft or destruction of the Property
Pick-up Location		The location identified on the Call-up by the SPMD as the place where the Contractor must to pick-up a Shipment.
Property		Assets including but not limited to cash, gold, silver, precious stones, jewelry or other valuable items.
PSPC	Public Services and Procurement Canada	
SO	Standing Offer	
SPMD	Seized Property Management Division	
Shipment		A quantity of one (1) or more sealed secured bags and/or container of Property assigned for shipment by the Client Source at the Pick-up location.

## 2.0 REQUIREMENT

The SPMD requires safe and secure transportation and handling of property including cash or valuables on an “As and When” required basis in various geographic regions across Canada as described herein, and in accordance with the Appendix I to Annex A – the Detailed Work Description, and Appendix II – Locations of Work.

For the purpose of this requirement, “secure transport” will be understood as the protected transport of the identified cargo utilizing a vehicle with maximum ballistic and blast protection in accordance with the Annex D - Mandatory Evaluation Criteria.

### 2.1 Scope of Work

The Contractor must perform the services described herein, and in accordance with the individual Call-ups against the Standing Offer (SO). The Contractor must provide secure transportation services utilizing certified Cash in Transit Vehicles for the secure transport of assets that may include valuables, cash monies or both. The process for the pick up and delivery of the assets is described in Appendix I to this Annex. Any changes to the Call-up task will be negotiated and authorized in writing, in the form of a Call-up amendment.

### 2.2 Location of Work

The pick-up and delivery location(s) of “Cash” for delivery to Cash Clearing Centers or another location will be identified in each Call-up. The pick-up and delivery location(s) of Property other than “Cash” will be identified in each Call-up.

Delivery locations include any city, town or municipal location on Canadian soil as identified in the Call-up. All pick-up and delivery locations will be accessible by road. For the purpose of this requirement, road refers to any Canadian provincial or territorial highway; county or regional road; or city street in any province or Canadian territory. A detailed description of the regions, provinces and Metropolitan areas for the work is provided in Appendix II to this document.

#### 2.2.1 Pick-up Locations

Potential Pick up locations are identified by Region, Province and City or Metropolitan Area. The Regions, Provinces are outlined in Appendix II to this Annex. The Cities and Metropolitan areas include but are not limited to the list provided in Appendix II.

#### 2.2.2 Delivery Locations

While the specific addresses of the delivery locations will not be publicized, the travel distance / location will be provided in each Call-up, and the precise delivery location information will be provided to the Courier upon arrival and acceptance of the goods at the Pick-up location.

## 2.3 Armoured Transport Services - Categories

The category for each Service request will be identified in each Call-up. All Service requests will be identified using the following categories. The Contractor invoice must reflect pricing on the resulting invoice in accordance with the Service level Category.

As follows:

### 2.3.1 Type I: Standard Armoured Transport Services

Call-ups identifying a requirement for **Type I - Standard Armoured Transport Services** include the following provisions:

- Departure from a town, city or Metropolitan area;
- Pick-up at one or more pick-up locations

- Pick-up may be at one or more locations;
- Delivery may be to one or more delivery locations; and
- The service run may be combined with cargos of other clients.

### 2.3.2 Type II: Dedicated Armoured Transport Services

Call-ups identifying a requirement for **Type II - Dedicated Service** include the following provisions:

- Pick-up and Delivery run is limited to SPMD client only;
- Departure from a town, city or Metropolitan area;
- Pick-up may be at one or more locations;
- Delivery to one or more delivery locations; and
- The service run is limited exclusively to SPMD.

### 2.3.3 Type III: Urgent Turn-Around Armoured Transport Services

Call-ups identifying a requirement for **Type III Urgent Turn-Around Service** include the following provisions:

- Service run may be either a Type I or Type II as identified in the Call-up
- Departure from a town, city or Metropolitan area;
- Pick-up at one or more pick-up locations
- Pick-up may be at one or more locations;
- Delivery may be to one or more delivery locations; and
- **All identified Goods for the specified trip must be picked up and delivered within two (2) business days.**

## 2.4. Constraints

### 2.4.1 Constraints – Service Confirmation

#### 2.4.1.1 For all categories of Service:

The Contractor must acknowledge receipt of the Call-up in writing, **within one (1) business day.**

#### 2.4.1.2. For Type I and Type II Services:

The Contractor must, **within two (2) business days** of receiving the Call-up, confirm to the Project Authority identified on the Call-up, details of the Pick-up including date and four (4) hour window for pick-up.

#### 2.4.1.3 For Type III Services:

The Contractor must **within one (1) business day,** confirm to the Project Authority identified on the Call-up, details of the pick-up, including date and four (4) hour window for pick-up time.

### 2.4.2 Constraints – General

The Contractor and Contractor Resources must:

- Possess a valid security clearance at the secret level;
- Possess a valid Authority (permit) to carry firearms;
- Possess and present upon request by Canada, a valid Driver's Licence at the appropriate level to the operating vehicles. The Driver's licence must have a clean Driver's abstract;

- iv. Wear the Company Uniform that clearly identifies and displays the name, logo or crest of the Contractor. The name, logo or crest must be permanently affixed to the exterior chest of the uniform and must be in a colour that clearly contrasts with the dominant colour of the Uniform;
- v. Posses and display on their person in clear view, a photo Identification card identifying them as employees of the Contractor;
- vi. Wear an Identification Tag with the name or licence number of the Security Guard.
- vii. Adhere to the protocols outlined by the personnel at the RCMP, OPP or other authorized Government facility Pick-up location; and
- viii. Observe and obey all specific Operating Procedures including but not limited to Instructions for Call-ahead, specific contact instructions, and access to Government facility or building instructions identified in the Call-up.
- ix. For the delivery of property "Cash"; the Contractor must be eligible for entry acceptance at the Cash Clearing Center(s).