

Appendix I to Annex A - Detailed Description of the Work

The following outlines the Level of Effort, activities, context and boundaries within which the work will take place and describes in detail, the tasks required in the Scope of Work.

The Contractor must provide the services in accordance with the Call-up as follows:

- 1.0 The Contracting Authority (SPMD) will provide a Call-up to the Contractor, detailing a requirement for Armoured Transport Services, including property list, and pick-up location and approximate delivery location in kilometers (km).
- 2.0 The Contractor must acknowledge the Call-up within one (1) business day and indicate their acceptance of the Call-up in writing to the Contracting Authority. If the Contractor is not able to fulfil the Task as described on the Call-up, they must notify the Contracting Authority immediately in writing (email), and provide substantiation for their refusal of the Work.
- 3.0 All Pick-up and Delivery runs must be executed between the hours of 8:00am and 4:00pm Eastern Standard Time, Monday through Friday.
- 4.0 The Contractor must provide and utilize the appropriate size and class **Cash in Transit** vehicles required for the safe and secure transportation of the property identified in each Call-up.
- 5.0 The Secured Bag or Secured Container” used to hold Property to be transported by the Contractor must be fastened and sealed so that the contained Property is firmly secured within. The device or method of sealing must be tamper-proof and secured in such a way that it cannot be removed or reapplied to the container without leaving visible evidence of tampering.
- 6.0 If, during transport or at any time while the property is in the custody of the Contractor, the secure bag or container becomes loose or unfastened, the Contractor must:
 - i. **Immediately secure** the bag or container inside another secure bag or container;
 - ii. **Document** the incident and report it upon delivery to both the designated Authority at the Delivery location; and
 - iii. **Report** the incident in writing within the same Business Day to the Contracting Authority who issued the Call-up.
- 7.0 The Contractor must pick up the identified property at the Pick-up Location identified on the Call-up.
- 8.0 The Authorized Client Source will declare to the Contractor, the dollar value of each Secured Bag and/or Secured Container in the Shipment. The value will not be concealed or misrepresented, nor will any relevant material fact or circumstance concerning the Property be omitted.

- 9.0 The value and nature of the shipments, including the serial numbers of the secured bags and containers utilized for the property shipment will be provided in the form of Deposit slip(s); Transfer Delivery Sheet(s) or Waybill(s).
- 10.0 In the event of a loss, the Contractor must be bound by the declared value of the related shipment.
- 11.0 The Contractor must, upon arrival at the Pick-up location and acceptance of the shipment, sign an official receipt for the property received;
- 12.0 The Authorized Client will provide the exact delivery location to the Contractor at the time of property pick-up. The delivery location will be within the km parameter provided in the Call-up.
- 13.0 The Contractor must deliver the property to the specified delivery location and obtain a signed receipt from Authorized site personnel for the delivery.
- 14.0 In the event of inclement weather, unforeseen circumstances or excusable delay, delivery timelines may be amended prior to the pick-up and delivery run and **only upon written approval from the Contracting Authority.**
- 1.3 The Contractor must, upon completion of the Call-up, provide to the Contracting Authority the following:
- i. The official invoice for services provided per Call-up;
 - ii. Copies of any signed receipts and documents provided to them by the Authorized Client Source at the property pick-up location;
 - iii. A brief, concise description of property transported including identification and serial numbers for each secure bag or container
 - iv. Pick-up and delivery addresses;
 - v. Name of the financial institutions (if applicable); and
 - vi. Date of services rendered.