



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

Bid Receiving  
Royal Canadian Mounted Police  
Procurement and Contracting Services

**Email/Courriel:**  
NWR\_Procurement\_Bids@rcmp-grc.gc.ca

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

**Email/Courriel:**  
NWR\_Procurement\_Bids@rcmp-grc.gc.ca

**REQUEST FOR  
PROPOSAL**

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.

**DEMANDE DE  
PROPOSITION**

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Mechanical Maintenance Services for RCMP Pelican Narrows Detachment, Pelican Narrows, SK		<b>Date</b> March 30, 2023
<b>Solicitation No. – N° de l’invitation</b>		M5000-23-02440/A
<b>Client Reference No. - No. De Référence du Client</b> 202302440		
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At / à :</b>	2:00 PM / 14h00	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	April 24, 2023	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> Royal Canadian Mounted Police Pelican Narrows Detachment 3300 Bear Street Pelican Narrows, SK S0P 0E0		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shawn Balaski, <a href="mailto:shawn.m.balaski@rcmp-grc.gc.ca">shawn.m.balaski@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 780-670-8592	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



**Important Notice to Bidders:**

**Conditional Set-Aside Under the Procurement Strategy for Indigenous Business (PSIB)**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business.

In order to be considered, the Bidder must certify that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB. If bids from two (2) or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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

### **1.2 Statement of Work**

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

### **1.3 Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)**

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

### **1.4 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.



## 1.5 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the 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>) issued by Public Works and Government Services Canada.

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

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

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

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

Delete: 60 days

Insert: 180 days

### 2.2 Submission of Bids

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

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

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 Saskatchewan.

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

### **2.5 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 3300 Bear Street, Pelican Narrows, SK on April 12, 2023. The site visit will begin at 1:00 pm Central Standard Time (CST), in the Pelican Narrows Detachment front lobby.

Bidders are requested to communicate with the Contracting Authority no later than April 11, 2023 at 2:00 pm Central Standard Time (CST) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet.

Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### **2.6 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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



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

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

## 2.7 Volumetric Data

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.





A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work

#### **Section II: Financial Bid**

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

##### **3.1.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid PSIB certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, then all bids received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria - Refer to Attachment 1 to Part 4

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

##### 4.1.2.1 Pricing Schedule 1: Firm Price

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

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

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

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

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

##### 4.1.2.3 Materials

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

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

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.



- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.
- iii) **AUTHORIZATION FOR DELIVERY**: The consignee shall request delivery of goods/services identified Appendix 1 on an authorization form (Appendix A, Cost Estimate Form for Extra Work).

#### 4.2 Basis of Selection - Mandatory Technical Criteria

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



## ATTACHMENT 1 to PART 4

### MANDATORY TECHNICAL CRITERIA

#### 1. INSTRUCTIONS TO BIDDER

**1.1** The Bidder is requested to provide a response to the Evaluation Criteria in the “Substantiation” column, or indicate where the criteria are met by entering the location (e.g. section/volume number, tab, page number, resume paragraph, etc.) in the “Substantiation” column.

**1.2** For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment.

The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

**1.3** The Bidder is requested to utilize the unique item number and associated title/description of each evaluation criterion in their responses.

Example: *MT4: Instructor X experience: Tab #3, Instructor X resume, Page 6, paragraph 4.*

**1.4** Phrases such as “within the past five (5) years” used in this solicitation mean “within the five (5) years 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 experience will be measured from the final closing date, unless otherwise directed in an RFP amendment.

**1.5** Project timelines that overlap will only be counted once towards the number of months.

**1.6** To demonstrate the experience of the Bidder or its personnel (i.e. proposed resources), the Bidder must provide the following details as to how the stated experience was obtained:

- i. Name of the client organization(s) and contact information;
- ii. Start and end dates (MM-YYYY);
- iii. Nature, role, and scope of the services provided;
- iv. A reference who can confirm the stated experience.

#### **1.7 Number of Resources Evaluated:**

The bidder must provide evidence to demonstrate that the service personnel proposed to perform equipment maintenance have two (2) recent years' experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed.

- i. Recent experience is defined as experience gained from January 2018 up to and including the solicitation closing date.
- ii. Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.



## 2. MANDATORY EVALUATION CRITERIA

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

In the event where the information for any of the projects or service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

	<b>CRITERIA</b>	<b>Substantiation</b>  Please Cross Reference to Specific pages in your proposal <b>[Completed by Bidder]</b>	<b>Assessment</b>  MET/ NOT MET <b>[Completed by RCMP Evaluator]</b>
<b>M1</b>	The Bidder must provide evidence to demonstrate that the service personnel proposed to perform equipment maintenance have two (2) <i>recent</i> years' experience and past performance by referencing two (2) <i>similar</i> projects/contracts the service personnel have performed by providing the following for each proposed resource (HEATING / COOLING, PLUMBING / GAS FITTING): <ul style="list-style-type: none"> <li>• Name of service personnel</li> <li>• Name of client organization or company</li> <li>• Name, telephone, and email of client contact</li> <li>• Title and description of project / contract</li> <li>• Performance period of project / contract</li> </ul>		
<b>M2</b>	The Bidder must provide a copy of the mandatory card and licensing documentation listed below, as applicable for each service personnel proposed in M1: <ul style="list-style-type: none"> <li>• Mechanical/HVAC Journeyperson Certification</li> <li>• Valid "Ozone Depletion Prevention (ODP)" Card</li> <li>• Plumber/Gas Fitter Journeyperson Certification</li> <li>• WHIMIS Training</li> <li>• Training and knowledge of confined workplace procedures</li> <li>• Knowledge of appropriate lock-out procedures</li> </ul>		
<b>M3</b>	The Bidder must provide evidence to demonstrate it has three (3) recent years' experience and past performance by referencing three (3) similar projects / contracts by providing the following for each proposed reference: <ul style="list-style-type: none"> <li>• Name of client organization or company</li> <li>• Name, telephone, and email of client contact</li> <li>• Title and description of project / contract</li> <li>• Performance period of project / contract</li> </ul>		

- “Recent experience” is defined as experience gained from January 2018 up to and including the solicitation closing date.
- “Similar” is defined as a maintenance service on Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

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

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

#### **5.1.1 Integrity Provisions**

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

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

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

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

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

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

#### **5.1.3 Additional Certifications Precedent to Contract Award**

##### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination (Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.



### **5.1.3.2 Former Public Servant - Refer to Attachment 2 to Part 5**

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

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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

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

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

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

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

## **5.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

### **5.2.1 Conditional Set-aside for Indigenous Business**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). If the certification (refer to Attachment 3 to Part 5) is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.



**Attachment 1 to PART 5**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

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

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

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and





the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

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

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)



## ATTACHMENT 2 to PART 5

### FORMER PUBLIC SERVANT CERTIFICATION

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

#### Definitions

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

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

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

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

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

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

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

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

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



### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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



**ATTACHMENT 3 TO PART 5  
SET-ASIDE PROGRAM FOR INDIGENOUS BUSINESS – CERTIFICATION**

**1. Set-aside for Indigenous Business**

**1.1** This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.

**1.2** The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

**1.3** The Bidder must check the applicable box below:

- i.  The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii.  The Bidder is either a joint venture consisting of two or more Indigenous businesses or venture between an Indigenous business and a non-Indigenous business.

**1.4** The Bidder must check the applicable box below:

- i.  The Indigenous business has fewer than six full-time employees.

**OR**

- ii.  The Indigenous business has six or more full-time employees.

**2. Owner/ Employee Certification – Set-aside for Indigenous Business**

If requested by the Contracting Authority, the Contractor must provide the following certification for each owner and employee who is Indigenous:

I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Indigenous person, as defined in Annex 9.4 of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".

I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
**Name of owner and/or employee**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**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 C and related clauses) apply and form part of the Contract.

The Contractor (if an individual) and all of the contractor's personnel and/or subcontractors who may work on site must hold a valid "**Facility Access Level 2 (FA2) with escort**" issued by RCMP Departmental Security. The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site.

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

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

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

#### 6.3.1 General Conditions

[2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

##### 6.3.2.1 Compliance with on-site measures, standing orders, policies, and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of award to \_\_\_\_\_ (dates to be inserted at contract award).

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional twelve (12) month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



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

**6.4.3 Delivery Points**

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

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

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

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**6.5.2 Project Authority (to be inserted at contract award)**

The Project Authority for the Contract is:

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

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 Site Authority (to be inserted at contract award)**

The Site Authority for the Contract is:

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

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site 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



**6.5.4 Contractor's Representative (to be inserted at contract award)**

The Contractor's Representative responsible for general enquiries and delivery follow-up is:

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

**6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**6.7 Payment**

**6.7.1 Basis of Payment**

**6.7.1.1 Basis of Payment - Firm Price – Scheduled Maintenance Services**

For the Work described in Section 5.10 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, in accordance with the Basis of Payment, Price Schedule 1 at Annex B, the Contractor will be paid a Firm Rate for a cost of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**6.7.1.2 Basis of Payment – Cost Reimbursable – Ceiling Price - “Extra Work” and “Materials”**

For the Work described in Section 5.10 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, Price Schedule 2 at Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (insert amount at contract award). Customs duties are included and Applicable Taxes are extra.



### 6.7.2 Limitation of Expenditure

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

### 6.7.3 Method of Payment – Monthly Payment

H1008C (2008-05-12) Monthly Payment

### 6.7.4 SACC Manual Clauses

C0705C (2010-01-11) Discretionary Audit.

## 6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in Annex A Statement of Work of the Contract. Invoices cannot be submitted until all work identified in the invoice has been completed.

1. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed (if applicable);
  - b. a copy of the inspection report;
2. Invoices must be distributed as follows:
  - a. One (1) copy must be forwarded by email to the Project Authority and to the Contracting Authority for certification and payment.





## 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.

### 6.9.2 Indigenous Business Certification

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in Annex 9.4 of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the supplemental general conditions **4013** (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules;
- c. the general conditions **2010C** (2022-12-01) General conditions: Services (medium complexity);
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Annex D, Insurance Requirement;
- h. Attachment 3 to Part 5, Set-Aside Program for Indigenous Business - Certification;
- i. the Contractor's bid dated \_\_\_\_\_ (*To be entered at contract award*)



## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 6.13 Insurance – Specific Requirements

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

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

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

## 6.14 SACC Manual Clauses

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

[A3015C](#) (2014-06-26), Certifications-Contract.



## 6.15 Environmental Considerations

Where applicable, the contractor is encouraged to:

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

## 6.16 Replacement of Specific Resources

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



## ANNEX A - STATEMENT OF WORK

### 1. TITLE

PREVENTATIVE MAINTENANCE SERVICE SPECIFICATIONS

### 2. BACKGROUND

The Royal Canadian Mounted Police (RCMP) has a requirement for monthly, semi-annual and annual preventive maintenance on all Temperature Control Systems and Environmental Mechanical Systems at Pelican Narrows RCMP Detachment.

### 3. ACRONYMS

CSA	Canadian Standards Association
FHR	Federal Halocarbon Regulations
ODP	Ozone Depletion Prevention
RCMP	Royal Canadian Mounted Police
SA	Site Authority
SOW	Statement of Work
TA	Technical Authority

### 4. APPLICABLE DOCUMENTS & REFERENCES

- AD1:** [Federal Halocarbon Regulations, 2022](#)  
**AD2:** CSA 282-15 Emergency Electrical Power Supply for Buildings

### 5. TASKS

**5.1** The Contractor must provide “all-inclusive” Planned Preventative Maintenance Service to all Temperature Control Systems and Environmental Mechanical Systems at Pelican Narrows RCMP Detachment in accordance with the specifications during the period of the Service Contract.

**5.2** The Contractor must provide the labour and material necessary to replace or repair worn, failed or doubtful equipment, components and parts except for the replacement of major equipment specifically named and identified in Section 5.3, in which case the RCMP will pay in addition to the contract amount, the Contractor’s wholesale cost for the supply of equipment named in Section 5.3. The Contractor will be required to obtain approval prior to replacing any equipment and may be required to provide back-up and install the following at no extra cost to the contract.

- i) water treatment chemicals
- ii) grease, oil and all other lubricants
- iii) filters (all types)
- iv) paint
- v) belts, sheaves
- vi) refrigerant
- vii) anti-freeze
- viii) pulleys
- ix) bearings
- x) motor mounts and vibration pads
- xi) miscellaneous shop supplies



- 5.3** Where statistical data on equipment indicates that the failure point is approaching, for any component, the Contractor must replace or repair that component in advance to prevent a system failure.
- 5.4** The repair and replacement of non-maintainable system components such as ductwork, boiler shell and tubes, unit cabinets, electrical wiring (where wiring does not form part of the equipment, i.e. motors), hydraulic and pneumatic piping, or structural supports is not included.
- 5.5** The Contractor is solely responsible for the installation costs and the costs of replacement parts, components and equipment as may be required except as provided for in Part 5.6.
- 5.6** All replacement costs for major equipment specifically named and identified in the Attachment 1 to Annex A must be wholesale costs and will be the responsibility of the RCMP. The Contractor will be responsible for all related labour costs necessary to complete the installation. Parts identified in Section 5.2 which are required to maintain the major components are the responsibility of the Contractor.
- 5.7** All replacement parts used are to be of like or of the current design to minimize system depreciation or obsolescence.
- 5.8** The Contractor must provide the SA with make/model and serial number whenever any of the major equipment listed in the Attachment 1 to Annex A is replaced.
- 5.9** Major Equipment to be Serviced in Attachment 1 to Annex A.

**5.10 Inspections:**

Work to be performed upon each inspection related to specific components of the system shall be no less than as listed below per inspection as identified below:

**5.10.1 Monthly Site Visits & Inspections**

- i) Boilers
- ii) Water Treatment
- iii) Pumps
- iv) Central Fan Systems
- v) Unitary Fan Systems
- vi) Emergency Electrical Generator
- vii) Security Cap with Rod
- viii) Automated Temperature Controls

**5.10.2 Semi-Annual Visit and Inspections (every 6 months)**

- i) Unitary Fan Systems
- ii) Automated Temperature Controls

**5.10.3 Annual Site Visit and Inspections**

- i) Pumps
- ii) Central Fan Systems
- iii) Unitary Fan Systems
- iv) Terminal Units
- v) Emergency Electrical Generator



#### **5.10.4 Seasonal Site Visit and Inspections**

##### **5.10.4.1 COOLING SEASON (October to April)**

- i) Boilers
- ii) Air Conditioning
- iii) Condensing Units
- iv) Central Fan Systems

##### **5.10.4.2 HEATING SEASON (May to September)**

- i) Boilers
- ii) Air Conditioning
- iii) Condensing Units
- iv) Central Fan Systems

#### **5.10.5 Emergency Services**

- i) Emergency Service Calls



## 6. Deliverables

The Contractor must provide the SA a “Service Program Log” identifying scheduled inspections for the required services to be performed upon the individual pieces of equipment as described within Annex “A” with fourteen (14) days after contract award. This can be provided in hard copy or PDF.

All inspections and services performed must be logged by service report upon completion of each service or inspection rendered. A copy of such services or inspection reports must be left with the SA immediately upon completion of work performed. This can be provided in hard copy or PDF.

Copies of all documentation will be retained in a Log Book on-site, and will become the property of the RCMP.

Number	Task Reference	Description of the Deliverables	Deliverable Frequency / Quantity / Format
<b>Monthly Site Visits &amp; Inspections</b>			
6.1	5.10.1	<b>i) Boilers:</b> <ul style="list-style-type: none"> <li>Perform monthly water treatment inspections</li> </ul>	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>Log reports to be forwarded to the SA by email.</li> </ul>
6.2	5.10.1	<b>ii) Water Treatment:</b> <ul style="list-style-type: none"> <li>Perform monthly inspections and test on chemical feed and bleed equipment operations and treatments levels.</li> </ul>	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>Chemically test the system water for proper treatment levels.</li> <li>Adjust the treatment level for proper operation.</li> <li>Furnish to the SA by email, a written report of the test and inspection results including recommendations.</li> <li>Inventory the remaining water treatment chemicals supply and re-order as required.</li> </ul>
6.3	5.10.1	<b>iii) Pumps:</b> <ul style="list-style-type: none"> <li>Monthly inspections of pumps in operation</li> </ul>	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>Lubricate pump bearings per manufacturer’s recommendations.</li> <li>Lubricate motor bearings per manufacturer’s recommendations.</li> <li>Check suction and discharge pressures.</li> <li>Check packing or mechanical seal.</li> </ul>



6.4	5.10.1	<p><b>iv) Central Fan Systems:</b></p> <ul style="list-style-type: none"> <li>• Perform monthly operational inspections of the systems.</li> <li>• Perform regular monthly filter inspections.</li> </ul>	<p><b>Monthly Inspection</b></p> <ul style="list-style-type: none"> <li>• Lubricate fan bearings per manufacturer’s recommendations.</li> <li>• Lubricate motor bearings per manufacturer’s recommendations.</li> <li>• Check belts and sheaves. Replace and adjust as required.</li> <li>• Clean outside air intake screen.</li> <li>• Check filter advancing mechanism. Lubricate and adjust as required.</li> <li>• Inspect filters. Change as required.</li> <li>• Check heating and cooling coils.</li> <li>• Check humidifier.</li> </ul>
6.5	5.10.1	<p><b>v) Unitary Fan Systems:</b></p> <ul style="list-style-type: none"> <li>• Perform monthly inspection of fan system.</li> </ul>	<p><b>Monthly Inspection</b></p> <ul style="list-style-type: none"> <li>• Lubricate fan bearings per manufacturer’s recommendations.</li> <li>• Lubricate motor bearings per manufacturer’s recommendations.</li> <li>• Check belts and sheaves. Replace and adjust as required.</li> <li>• Check for operation.</li> </ul>
6.6	5.10.1	<p><b>vi) Emergency Electrical Generator:</b></p> <ul style="list-style-type: none"> <li>• Perform monthly inspections on engine, generator and related components.</li> </ul>	<p><b>Monthly Inspection</b></p> <ul style="list-style-type: none"> <li>• Inspect complete unit for leaks etc.</li> <li>• Check engine oil level.</li> <li>• Check radiator coolant level.</li> <li>• Check electrolyte level of battery.</li> <li>• Start engine for 30 minutes (ensure engine reaches operating temp of 180F/82.2C).</li> <li>• Check fuel level, fill if required.</li> <li>• Record engine hours in log.</li> </ul>
6.7	5.10.1	<p><b>vii) Security Cap with Rod:</b></p> <ul style="list-style-type: none"> <li>• Perform monthly inspection of security caps with rod located in secured area.</li> </ul>	<p><b>Monthly Inspection</b></p> <ul style="list-style-type: none"> <li>• Clear debris from all security caps with rod</li> </ul>





6.8	5.10.1	<p><b>viii) Automated Temperature Controls</b></p> <ul style="list-style-type: none"> <li>• Perform two (2) complete calibration and operational checks of all control systems prior to heating and cooling season (May, October).</li> </ul>	<p><b>Air Compressor - Monthly</b></p> <ul style="list-style-type: none"> <li>• Drain tank and check traps.</li> <li>• Check belt and sheaves and change as required.</li> <li>• Check unloader and check valve.</li> <li>• Check high pressure safety valve.</li> <li>• Check motor operating conditions and lubricate.</li> <li>• Check PE switch, starter and alternator.</li> <li>• Clean and paint as required.</li> <li>• Record compressor run time.</li> </ul> <p><b>Refrigerated Air Dryer - Monthly</b></p> <ul style="list-style-type: none"> <li>• Check and record refrigerant pressure (33).</li> <li>• Check and record refrigerant temperature (35).</li> <li>• Clean condenser and cover grills.</li> <li>• Check drain tap and bypass valves.</li> <li>• Clean and paint as required.</li> </ul> <p><b>Filter &amp; Pressure Reducing Station - Monthly</b></p> <ul style="list-style-type: none"> <li>• Check oil filter (change as required)</li> <li>• Check and record pressure reducing valve settings.</li> <li>• Check low pressure safety valve.</li> </ul> <p><b>Time Clocks</b></p> <ul style="list-style-type: none"> <li>• Check and record operation and settings.</li> <li>• Check solenoid air valve and clock bypass switch.</li> </ul> <p><b>Boiler, Chiller, Convertor, Pump &amp; Zone Control</b></p> <ul style="list-style-type: none"> <li>• Calibrate all controllers. Change filters as required.</li> <li>• Calibrate all transmitter and receiver gauges.</li> <li>• Check all PE Switches.</li> <li>• Check all control valves and change diaphragm as required.</li> <li>• Check all pilot positioners.</li> <li>• Check all auxiliary control devices.</li> </ul>
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			<p><b>Fan System &amp; HVAC Unit Controls</b></p> <ul style="list-style-type: none"> <li>• Review sequence of operation.</li> <li>• Check all dampers and lubricate.</li> <li>• Check pilot positioners.</li> <li>• Check all control valves and change diaphragm as required.</li> <li>• Calibrate all controllers. Change filters as required.</li> <li>• Calibrate all transmitters and receiver gauges.</li> <li>• Check all solenoid air valves. PE switches and air valves.</li> <li>• Check all auxiliary control devices.</li> <li>• Clean/wipe down panel face.</li> <li>• Check operation of all freeze protection equipment.</li> <li>• Check, clean and calibrate all humidity controls and devices</li> </ul>
<b>Semi-Annual Site Visit and Inspections</b>			
6.9	5.10.2	<p><b>i) Unitary Fan System</b></p> <ul style="list-style-type: none"> <li>• Perform semi-annually a minor inspection of all fan systems.</li> </ul>	<p><b>Semi-Annual Inspections</b></p> <ul style="list-style-type: none"> <li>• Check and clean fan assembly.</li> <li>• Check belts and sheaves.</li> <li>• Check motor mounts and vibration pads.</li> <li>• Check motor operating conditions</li> <li>• Check fan operation.</li> </ul>
6.10	5.10.2	<p><b>ii) Automated Temperature Controls</b></p> <ul style="list-style-type: none"> <li>• Every 6 months</li> </ul>	<p><b>Air Compressor</b></p> <ul style="list-style-type: none"> <li>• Check oil and check oil level and change oil</li> <li>• Change suction filter as required and clean</li> </ul> <p><b>Filter &amp; Pressure Reducing</b></p> <ul style="list-style-type: none"> <li>• Check particle filters</li> </ul>



Annual Site Visit and Inspections			
6.11	5.10.3	<b>i) Pumps:</b> <ul style="list-style-type: none"> <li>One inspection of all pumps.</li> </ul>	<b>Annual Inspections</b> <ul style="list-style-type: none"> <li>Lubricate pump bearings per manufacturer’s recommendations.</li> <li>Lubricate motor bearings per manufacturer’s recommendations.</li> <li>Tighten all nuts and bolts. Check motor mounts and vibration pads.</li> <li>Replace and adjust as required.</li> <li>Visually check pump alignment and coupling.</li> <li>Check motor operating conditions.</li> <li>Inspect electrical connections and contactors.</li> <li>Check and clean strainers and check hand valves.</li> <li>Inspect mechanical seals. Replace as required.</li> <li>Inspect pump packing. Replace and adjust as required.</li> <li>Verify gauges for accuracy.</li> <li>Clean and paint external surfaces as required</li> </ul>
6.12	5.10.3	<b>ii) Central Fan Systems:</b> <ul style="list-style-type: none"> <li>Perform an extensive inspection of the systems motors, coils, and all related components.</li> </ul>	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>Check and clean fan assembly.</li> <li>Lubricate fan bearings per manufacturer’s recommendations.</li> <li>Lubricate motor bearings per manufacturer’s recommendations.</li> <li>Check belts and sheaves. Replace and adjust as required.</li> <li>Tighten all nuts and bolts.</li> <li>Check motor mounts and vibration pads. Replace and adjust as required.</li> <li>Check motor operating conditions.</li> <li>Inspect electrical connections and contractors.</li> <li>Lubricate and adjust associated dampers and linkage.</li> <li>Check fan operation.</li> <li>Clean outside air intake screen.</li> </ul>



			<ul style="list-style-type: none"> <li>• Check and clean drains and drain pans.</li> <li>• Check filter advancing mechanism. Lubricate and adjust as required.</li> <li>• Inspect filters. Change as required.</li> <li>• Check heating and cooling coils.</li> <li>• Inspect humidifier.</li> <li>• Clean and paint external surfaces as required.</li> </ul>
6.13	5.10.3	<p><b>iii) Unitary Fan System:</b></p> <ul style="list-style-type: none"> <li>• Perform annually a major inspection of all unitary fan systems.</li> </ul>	<p><b>Annual Inspection</b></p> <ul style="list-style-type: none"> <li>• Check and clean fan assembly.</li> <li>• Lubricate fan bearings per manufacturer’s recommendations.</li> <li>• Lubricate motor bearings per manufacturer’s recommendations.</li> <li>• Check belts and sheaves. Replace and adjust as required.</li> <li>• Tighten all nuts and bolts.</li> <li>• Check motor mounts and vibration pads. Replace and adjust as required.</li> <li>• Check motor operating conditions.</li> <li>• Inspect electrical connections and contactors.</li> <li>• Lubricate and adjust associated dampers and linkage.</li> <li>• Check fan operation.</li> <li>• Clean and paint external surfaces as required.</li> </ul>
6.14	5.10.3	<p><b>iv) Terminal Units:</b></p> <ul style="list-style-type: none"> <li>• Unit ventilator, heaters, fans, coils, radiation, induction units, reheat coils, dual and variable air boxes.</li> <li>• Perform annually, an inspection on all terminal units.</li> </ul>	<p><b>Unit Ventilator - Annual Inspection</b></p> <ul style="list-style-type: none"> <li>• Brush and vacuum grills, coils, fan and unit interior.</li> <li>• Lubricate fan and motor bearings as per manufacturer’s recommendations.</li> <li>• Check belts and sheaves. Replace and adjust as required.</li> <li>• Check and clean drains and drain pans.</li> <li>• Check and clean strainers. Check steam traps and hand valves. Inspect filters.</li> </ul>



			<ul style="list-style-type: none"><li>• Check unit operating conditions.</li><li>• Lubricate and adjust dampers and linkage.</li><li>• Clean and paint exterior surfaces as required.</li></ul> <p><b>Unit Heaters - Annual Inspection</b></p> <ul style="list-style-type: none"><li>• Brush and vacuum coil, fan and housing as required.</li><li>• Lubricate fan and motor bearings per manufacturer's recommendations.</li><li>• Check belt and sheaves. Replace and adjust as required.</li><li>• Check and clean strainers. Check steam traps and hand valves.</li><li>• Inspect electrical connections, contactors, relays and operating/safety controls.</li><li>• Check unit operations. Adjust as required.</li><li>• Clean and paint exterior surfaces as required.</li></ul> <p><b>Fan Coils - Annual Inspection</b></p> <ul style="list-style-type: none"><li>• Brush and vacuum coil, grills, fan and unit interior.</li><li>• Lubricate fan and motor bearings per manufacturer's recommendations.</li><li>• Check belt and sheaves. Replace and adjust as required.</li><li>• Check and clean drains and drain pans.</li><li>• Check and clean strainers.</li><li>• Check steam traps and hand valves.</li><li>• Check operating conditions.</li><li>• Clean and paint exterior surfaces as required.</li></ul> <p><b>Radiation - Annual Inspection</b></p> <ul style="list-style-type: none"><li>• Visually inspect fins/cast iron. Clean as required.</li><li>• Check and clean strainers.</li><li>• Check steam traps and hand valves.</li></ul> <p><b>Induction Units - Annual Inspection</b></p> <ul style="list-style-type: none"><li>• Visually inspect coil. Clean as required.</li></ul>
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			<ul style="list-style-type: none"> <li>• Check and clean drains and drain pans.</li> <li>• Clean discharge grill.</li> <li>• Check and clean strainers. Check steam traps and hand valves.</li> <li>• Clean and paint exterior surfaces as required.</li> </ul> <p><b>Reheat Coils - Annual Inspection</b></p> <ul style="list-style-type: none"> <li>• Visually inspect coil. Clean as required.</li> <li>• Check and clean strainers. Check steam traps and hand valves.</li> <li>• Inspect electrical connections, relays, contactors and operating/safety controls.</li> </ul> <p><b>Boxes: Dual &amp; Variable Air Volume - Annual Inspection</b></p> <ul style="list-style-type: none"> <li>• Inspect box for duct work connection.</li> <li>• Lubricate and adjust dampers and linkage.</li> </ul> <p><b>Room – Terminal Unit Controls</b></p> <ul style="list-style-type: none"> <li>• Check and calibrate all room stats.</li> <li>• Check all control valves, diaphragm as required.</li> <li>• Check operation of unit coil steam traps.</li> <li>• Check operation of all dampers and lubricate as required.</li> <li>• Check all PE switches (solenoid air valves) and limit controls.</li> <li>• Check operations of all auxiliary devices.</li> </ul>
6.15	5.10.3	<p><b>v) Emergency Electrical Generator:</b></p> <ul style="list-style-type: none"> <li>• Perform annual servicing including 2-hour load test, adhering to AD2.</li> </ul>	



Seasonal Site Visit and Inspections			
COOLING SEASON (May to September) 5 Months			
6.16	5.10.4.1	<p><b>i) Boilers:</b></p> <ul style="list-style-type: none"> <li>One pre-season inspection during the cooling season.</li> </ul>	<p><b>Pre-season Inspection (May):</b></p> <ul style="list-style-type: none"> <li>Inspect fireside of boiler and record condition.</li> <li>Brush and vacuum soot from flues and combustion chamber.</li> <li>Inspect firebrick and refractory for defects.</li> <li>Visually inspect boiler pressure vessel for possible leaks and record condition.</li> <li>Disassemble, inspect and clean low water cut off.</li> <li>Check hand valves and automatic feed equipment. Repack and adjust as required.</li> <li>Inspect, clean and lubricate the burner and combustion control equipment.</li> <li>Reassemble boiler.</li> <li>Check burner sequence of operation and combustion air equipment.</li> <li>Check fuel piping for leaks and proper support.</li> <li>Clean and paint external surfaces as required.</li> <li>Clean boiler room.</li> </ul>
6.17	5.10.4.1	<p><b>ii) Air Conditioning:</b></p> <ul style="list-style-type: none"> <li>Perform equipment leak tests as per AD1</li> <li>Perform a seasonal start-up of all systems (May)</li> <li>Perform five (5) monthly operational inspections.</li> <li>Perform one (1) equipment leak tests as per AD1 (May)</li> </ul>	<p><b>Seasonal Start-Up (May):</b></p> <ul style="list-style-type: none"> <li>Review manufacturer's recommendations for start-up.</li> <li>Check auxiliary equipment operation.</li> <li>Energize crankcase heater per manufacture's recommendations for crankcase warm-up.</li> <li>Check and test all operating and safety controls.</li> <li>Start chilled water pump, condenser water pump and cooling tower.</li> <li>Start water chiller.</li> <li>Check refrigerant charge, oil level and oil pressure.</li> <li>Log all operating conditions after unit stabilizes.</li> <li>Review operating procedures and owner's log with</li> </ul>



			<p>chiller operator.</p> <p><b>Monthly Maintenance (May-Sept):</b></p> <ul style="list-style-type: none"> <li>• Review owner’s log. Log all operating conditions.</li> <li>• Inspect chiller and adjust as required.</li> <li>• Cycle operating controls and check unloaders.</li> <li>• Review chiller operation with chiller operator.</li> <li>• Check freeze protection.</li> </ul>
6.18	5.10.4.1	<p><b>iii) Condensing Units:</b></p> <ul style="list-style-type: none"> <li>• Perform a seasonal start-up of all systems (May)</li> <li>• Perform five (5) monthly operational inspections.</li> <li>• Perform one (1) equipment leak tests as per AD1 (May)</li> </ul>	<p><b>Air Cooled - Start Up Inspection</b></p> <ul style="list-style-type: none"> <li>• Review manufacturer’s recommendations for start-up.</li> <li>• Energize crankcase heater per manufacturer’s recommendations for warm-up.</li> <li>• Remove all debris from within and around unit.</li> <li>• Visually inspect for leaks.</li> <li>• Check belts, pulleys and mounts. Replace and adjust as required.</li> <li>• Lubricate fan and motor bearings per manufacturer’s recommendations.</li> <li>• Inspect electrical connections, containers, relays and operating/safety controls.</li> <li>• Check motor operating conditions.</li> <li>• Check and clean fan blades as required.</li> <li>• Check and clean coil. Straighten fins as required.</li> <li>• Check vibration eliminators. Replace or adjust as required.</li> </ul> <p><b>Condensing Units.</b></p> <ul style="list-style-type: none"> <li>• Check compressor oil level, acid test oil and meg hermetic motor.</li> <li>• Check oil and refrigerant filter dryer as required.</li> <li>• Check and test all operating and safety controls.</li> <li>• Check operating conditions. Adjust as required.</li> <li>• Clean and paint external surfaces as required.</li> </ul>





			<p><b>Monthly Inspections</b></p> <ul style="list-style-type: none"> <li>• Visually inspect for leaks.</li> <li>• Lubricate fan bearings per manufacturer’s recommendations.</li> <li>• Lubricate motor bearings per manufacturer’s recommendations.</li> <li>• Check belts and sheaves. Replace and adjust as required.</li> <li>• Clean and straighten fins as required.</li> <li>• Check operating conditions. Adjust as required.</li> <li>• Clean coil monthly.</li> </ul> <p><b>Water Cooled - Start-Up Inspection</b></p> <ul style="list-style-type: none"> <li>• Review manufacturer’s recommendations for start-up.</li> <li>• Energize crankcase heater per manufacturer’s recommendations for warm-up.</li> <li>• Visually inspect for leaks.</li> <li>• Vent system of trapped air.</li> <li>• Inspect electrical connections, contactors, relays and operating/safety controls.</li> <li>• Check vibration eliminators. Replace or adjust as required.</li> <li>• Check compressor oil level, acid test oil and meg hermetic motor.</li> <li>• Change oil and refrigerant filter dryer as required.</li> <li>• Check and test all operating and safety controls.</li> <li>• Check operating conditions. Adjust as required.</li> <li>• Clean and paint external surfaces as required.</li> </ul>
6.19	5.10.4.1	<p><b>iv) Central Fan Systems:</b></p> <ul style="list-style-type: none"> <li>• Provide no less than five (5) filter changes through the cooling season.</li> </ul>	



HEATING SEASON (October to April) 7 Months			
6.20	5.10.4.2	<p><b>i) Boilers:</b></p> <ul style="list-style-type: none"> <li>• Monthly preventative maintenance inspections during the heating season to include a seasonal start-up inspection.</li> </ul>	<p><b>Seasonal Start-Up (October):</b></p> <ul style="list-style-type: none"> <li>• Review manufacturer’s recommendations for boiler and burner start-up.</li> <li>• Check fuel supply.</li> <li>• Check auxiliary equipment operation.</li> <li>• Inspect burner, boiler and controls prior to start-up.</li> <li>• Start burner, check operating controls. Test safety controls and pressure relief valve.</li> <li>• Perform combustion tests and adjust burner for maximum efficiency.</li> <li>• Log all operating conditions.</li> <li>• Review operating procedures and owner’s log with boiler operator.</li> </ul> <p><b>Monthly Maintenance (October- April):</b></p> <ul style="list-style-type: none"> <li>• Review owner’s log. Log all operating conditions.</li> <li>• Inspect boiler and burner and adjust as required.</li> <li>• Test low water cut-off and pressure relief valve.</li> <li>• Check operating and safety controls.</li> <li>• Review boiler operation with boiler operator.</li> </ul> <p><b>Seasonal Shutdown (April):</b></p> <ul style="list-style-type: none"> <li>• Review owner’s log. Log all operating conditions.</li> <li>• Shut off burner and open electrical disconnect.</li> <li>• Close fuel supply valves.</li> <li>• Review boiler operations with boiler operator.</li> </ul>
6.21	5.10.4.2	<p><b>ii) Air Conditioning:</b></p> <ul style="list-style-type: none"> <li>• Perform seasonal shutdown of systems (October)</li> <li>• Perform two (2) inspections to system.</li> <li>• Perform one (1) equipment leak test as per AD1 (October).</li> </ul>	<p><b>Seasonal Shutdown (October)</b></p> <ul style="list-style-type: none"> <li>• Check belts, sheaves and coupling alignment. Replace and adjust as required.</li> <li>• Check compressor oil level, acid test oil and meg hermetic motor. Change oil and refrigerant filter dryer</li> </ul>



			<p>as required.</p> <ul style="list-style-type: none"> <li>• Check compressor crankcase heater operation.</li> <li>• Check vibration eliminators. Replace or adjust as required.</li> <li>• Inspect electrical connections, contactors, relays and operating safety controls.</li> <li>• Clean and paint external surfaces as required.</li> <li>• Check freeze protection.</li> </ul>
6.22	5.10.4.2	<p><b>iii) Condensing Units:</b></p> <ul style="list-style-type: none"> <li>• Perform seasonal shutdown of systems (October)</li> <li>• Perform two (2) inspections to system.</li> <li>• Perform one (1) equipment leak test as per AD1 (October).</li> </ul>	<ul style="list-style-type: none"> <li>• All refrigerant leaks from the unit must be reported and recorded on Leak Test Tag Sheets (Appendix B) as per the protocol laid out in the Federal Halocarbon Regulations.</li> </ul>
6.23	5.10.4.2	<p><b>iv) Central Fan Systems:</b></p> <ul style="list-style-type: none"> <li>• Provide no less than four (4) filter changes throughout the heating season.</li> </ul>	
<b>Emergency Services</b>			
6.24	5.10.5	<p><b>i) Emergency Service Calls:</b></p> <ul style="list-style-type: none"> <li>• Emergency service must be available 24 hours a day, 365 days per year.</li> <li>• The Contractor must provide the SA with a name and telephone number of a local representative to be contacted in the event of an emergency.</li> <li>• The Contractor must respond to an emergency call within four (4) hours.</li> <li>• Failure to respond within four (4) hours will constitute approval for the RCMP to make other arrangements for emergency service.</li> </ul>	



**7. DATE OF DELIVERY**

7.1 Delivery of the requirement will be made to delivery points specified in ANNEX A of the Contract.

**8. Language of Work**

The language of all work and deliverables must be English.

**9. Location of Work**

Royal Canadian Mounted Police  
Pelican Narrows Detachment  
3300 Bear Street  
Pelican Narrows, Saskatchewan  
S0P 0E0  
Canada

**10. Travel**

The Contractor is not required to travel under this Contract.

**11. MEETINGS**

A semi-annual meeting must be held between the RCMP and the Contractor to discuss future planning (equipment upgrades), outstanding building, occupant issues and review past building records.

**12. GOVERNMENT SUPPLIED MATERIAL (GSM)**

None

**13. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

None

**14. SPECIAL CONSIDERATIONS**

14.1 The Contractor must view the requirements of the contract and make their own computations of materials and equipment required to properly perform this contract prior to visiting the site.

14.2 The premises are occupied during the performance of the contract and the Contractor must cooperate and coordinate any interruptions of the existing service with the SA. The Contractor must abide by all applicable ground rules, regulations. Work must be carried out in a complete and satisfactory manner to the RCMP.

14.3 All work to be performed must be conducted during regular working hours of 08:00 to 17:00HRS, Monday through Friday. Where services may involve disruption of office work, prior notification must be given to the SA in writing no less than fourteen (14) days in advance in writing (email).

14.4 No interruption or stoppage of work will be allowed after the start of a scheduled preventative maintenance service.



- 14.5** The Contractor must use on this contract only qualified Tradesmen. Apprentices will be allowed, and must be under the supervision of a qualified Tradesman.
- 14.6** Where annual leak tests are performed on refrigeration equipment; they are to be indicated separately in the Halocarbon Log book from any other maintenance performed at the same time. Leak test notices are to be posted on equipment. See site log book for requirements.
- 14.7** If equipment has had a loss of refrigerant, a leak test must be completed before system is made operational and a leak test notice has to be posted on the piece of equipment.
- 14.8** In the event that the RCMP alters, modified, changed or moves the system covered by this contract, notice must be given to the Contractor and any price changes, as a result of this action, must be mutually agreeable.
- 14.9** The Contractor is not responsible for costs, including labour for damage cause by:
- i) power surges, brown outs or other environmental issues;
  - ii) delays caused by the unavailability of materials or equipment IF the Contractor can prove the delay is for reasons beyond their control;
  - iii) or to the building resulting from equipment failure, IF the Contractor can prove they made every reasonable effort to effect immediate repairs to the equipment and to minimize damage to the building.
- 14.10** Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. Personnel performing work on the Natural gas system or safety controls must be in possession of a valid gas license that reflects the input of the appliance.
- 14.11** The Contractor must follow the health and safety procedures outlined AD1 including the electrical lock and tag procedures.
- 14.12** All information pertaining to the maintenance of the refrigeration machine must be followed as per Schedule 2 of the Federal Halocarbon Regulations (Contractor Halocarbon Responsibilities – Annex F).
- 14.13** The refrigeration system where all components must be leak tested a minimum of once annually (within 365 days of the last test) on all systems greater than 5 tonnes. (As per Federal Halocarbon Regulations 2022).
- 14.14** The protocols for service should be in place and followed as they relate to the Federal Halocarbon Regulations.



**Attachment 1 to Annex A**

Equipment listing

Unit #	Description	Model	Serial #
AC-1	Mitsubishi Electric Split System	PKA-A24KA7	OZM04183
AHU-1	Trane Climate Change Air Handling Unit	CSAA006UAL00	H20C19708
AHU-2	Trane Climate Change Air Handling Unit	CSAA014UAL00	H20C19697
B-1	Trinity HE Condensing Boiler	Tft399	2108202038156270
B-2	Trinity HE Condensing Boiler	Tft399	2108202038156270
B-3	Trinity HE Condensing Boiler	Tft399	2108202038156270
B-4	Trinity HE Condensing Boiler	Tft399	2108202038156270
CU-1	Addison Condensing Unit	RCRA096BB2H5	191001801001
CU-2	Addison Condensing Unit	RCRA300DB2H5	191001802001
CU-3	Mitsubishi Electric Condensing Unit	PUY-A24NHA7	0ZU22016A
DWH-1	Bradford White HE Light Duty Water Heater	LC2PV50H763X	WG45499650
DWH-2	Bradford White HE Light Duty Water Heater	LC2PV50H763X	WG45499649
EF-1	GREENHECK Exhaust Fan	SQ-100-VG-4-X	16544394 20E
EF-10	GREENHECK Exhaust Fan	BSQ-70-4-X	16544387 20E
EF-11	GREENHECK Exhaust Fan	BSQ-70-4-X	16544388 20E
EF-12	GREENHECK Exhaust Fan	BSQ-70-4-X	16544389 20E
EF-13	GREENHECK Exhaust Fan	BSQ-70-4-X	16544390 20E
EF-14	GREENHECK Exhaust Fan	BSQ-70-4-X	16544392 20E
EF-15	GREENHECK Exhaust Fan	BSQ-70-4-X	16544393 20E
EF-2	GREENHECK Exhaust Fan	SQ-95-V6-6-X	16544395 20E
EF-3	GREENHECK Exhaust Fan	SQ-95-V6-6-X	16544396 20E
EF-4	GREENHECK Exhaust Fan	CSP-A1050-QD	16677400 20E
EF-5	GREENHECK Exhaust Fan	BSQ-70-4-X	16544385 20E
EF-6	GREENHECK Exhaust Fan	BSQ-70-4-X	16544397 20E
EF-7	GREENHECK Exhaust Fan	BSQ-70-4-X	16544398 20E
EF-8	GREENHECK Exhaust Fan	BSQ-70-4-X	16544399 20E
EF-9	GREENHECK Exhaust Fan	BSQ-70-4-X	16544400 20E
ERV-1	aldes H190-TQG Heat Recovery Ventilator	PW301i	PW301i2007002
ET-1	Expansion Tank	AX-80V	436926
FF-1	Sigma Force Flow Unit Heaters	SFF-D.1-12-RSU	SFF20040025296
FF-2	Sigma Force Flow Unit Heaters	SFF-D.1-12-RSU	SFF20040025297
FF-3	Sigma Force Flow Unit Heaters	SFF-D.1-12-RSU	SFF20040025298
FF-4	Sigma Force Flow Unit Heaters	SFF-D.1-12-RSU	SFF20040025299
FP-1	TECHTOP Sprinkler Jockey Pump	GPS.504C-01	2003330820
P-1	Grundfos MAGNA3 32-100 Pump	MAGNA3 32-100 F 165	10005708
P-10AB	Grundfos CMBE TWIN Booster Pump	I-44 I-X-C-B-D-G	10000019
P-2	Grundfos MAGNA3 32-100 Pump	MAGNA3 32-100 F 165	10005716
P-3	Grundfos MAGNA3 32-100 Pump	MAGNA3 32-100 F 165	10005733
P-4	Grundfos MAGNA3 32-100 Pump	MAGNA3 32-100 F 165	10005731
P-5A	Grundfos TPE 80-240 Pump	2S A-G-A-BUBE-IBB	99430165P120140004



Unit #	Description	Model	Serial #
<b>P-5B</b>	Grundfos TPE 80-240 Pump	2S A-G-A-BUBE-IBB	99430165P120140005
<b>P-6A</b>	Grundfos TPE 50-240 Pump	2S-A-G-A-BUBE-HBB	99430163P120260001
<b>P-6B</b>	Grundfos TPE 50-240 Pump	2S-A-G-A-BUBE-HBB	99430163P120200002
<b>P-7</b>	Grundfos Non-Submersible Circulation Pump	UPS 26-150F	95906630
<b>P-8</b>	Grundfos Non-Submersible Circulation Pump	UPS 26-150F	95906630
<b>P-9</b>	Grundfos Circulating Pump	MAGNA3 32-100 F N	10000937
<b>SF-1</b>	AXIOM Hydronic System Feeder	SF100	20-15729-SF
<b>UH-1</b>	Sigma Propellorized Unit Heaters	SUH-C.0-245H	SUH20040027354
<b>UH-10</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027357
<b>UH-2</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027355
<b>UH-3</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027356
<b>UH-4</b>	Sigma Propellorized Unit Heaters	SUH-C.0-062H	SUH20040027358
<b>UH-5</b>	Sigma Propellorized Unit Heaters	SUH-C.0-062H	SUH20040027359
<b>UH-6</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027360
<b>UH-7</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027361
<b>UH-8</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027362
<b>UH-9</b>	Sigma Propellorized Unit Heaters	SUH-C.0-105H	SUH20040027363
<b>VAV-101</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 7	O1642990000100010001
<b>VAV-102</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 5	O1642990000200010001
<b>VAV-103</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 5	O1642990000300010001
<b>VAV-104</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 7	O1642990000400010001
<b>VAV-105</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 7	O1642990000500010001
<b>VAV-106</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 5	O1642990000600010001
<b>VAV-107</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 5	O1642990000700010001
<b>VAV-108</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 8	O1642990000800010001
<b>VAV-109</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 7	O1642990000900010001
<b>VAV-110</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 5	O1642990001000010001
<b>VAV-111</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 9	O1642990001100010001
<b>VAV-112</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 7	O1642990001200010001
<b>VAV-113</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 7	O1642990001300010001
<b>VAV-114</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 14	O1642990001400010001
<b>VAV-115</b>	EH Price SDV5 Variable Air Volume	SDV5, Size 5	O1642990001500010001



## ANNEX B - BASIS OF PAYMENT

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

### FOR EVALUATION PURPOSES ONLY

The Bidder must complete the tables below. Failure to complete the table in full will result in the bid being deemed non-responsive and given no further consideration.

The estimated number of hours (extra work) is provided for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.

**The total evaluated price: Sum of tables 1.4 and 2.11 (taxes not included)**

- Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### Materials

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

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

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





**BIDDER'S PRICING:**

**Pricing Schedule 1: Mechanical Maintenance Services**

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

**Table 1.1 - Initial twenty-four (24) month term**

(From: To: ) (inserted at award)

Item	Mechanical Maintenance Services	Rate (a)	Term (b)	Extended Price (c) = (a) x (b)
1	Monthly Maintenance Services	\$ _____	X 24 months =	\$ _____
2	Semi Annual Maintenance Services	\$ _____	X 4 months =	\$ _____
3	Annual Maintenance Services	\$ _____	X 2 months =	\$ _____
4	Seasonal Maintenance Services	\$ _____	X 24 months =	\$ _____
Extended Price Sub-Total Table 1.1:				\$ _____ (1)

**Table 1.2 - First twelve-month option period**

(From: To: ) (inserted at award)

Item	Mechanical Maintenance Services	Rate (a)	Term (b)	Extended Price (c) = (a) x (b)
1	Monthly Maintenance Services	\$ _____	X 12 months =	\$ _____
2	Semi Annual Maintenance Services	\$ _____	X 2 months =	\$ _____
3	Annual Maintenance Services	\$ _____	X 1 month =	\$ _____
4	Seasonal Maintenance Services	\$ _____	X 12 months =	\$ _____
Extended Price Sub-Total Table 1.2:				\$ _____ (2)

**Table 1.3 - Second twelve-month option period**

(From: To: ) (inserted at award)

Item	Mechanical Maintenance Services	Rate (a)	Term (b)	Extended Price (c) = (a) x (b)
1	Monthly Maintenance Services	\$ _____	X 12 months =	\$ _____
2	Semi Annual Maintenance Services	\$ _____	X 2 months =	\$ _____
3	Annual Maintenance Services	\$ _____	X 1 month =	\$ _____
4	Seasonal Maintenance Services	\$ _____	X 12 months =	\$ _____
Extended Price Sub-Total Table 1.3:				\$ _____ (3)

**Table 1.4**

Pricing Schedule 1: Mechanical Maintenance Services	Total Price
Total Price Table 1.1, Table 1.2 & Table 1.3 = (1) + (2) + (3):	\$ _____ (4)



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

"Extra Work" will be conducted on an as and when requested basis.

\*Estimated quantity of hours per year for extra work is for evaluation purposes only.

\*\*Estimated expenditure for material is for evaluation purposes only.

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

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

**Table 2.1 - Pricing to cover initial twenty-four (24) month term**  
**(From:                      To:                      ) (inserted at award)**  
**During Regular Working Hours (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.1:			\$ _____ (1)

**Table 2.2 - Pricing to cover initial twenty-four (24) month term**  
**(From:                      To:                      ) (inserted at award)**  
**Outside Regular Working Hours (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.2:			\$ _____ (2)

**Table 2.3 - Pricing to cover Initial twenty-four (24) month term**  
**(From:                      To:                      ) (inserted at award)**  
**Sundays & Statutory Holidays**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.3:			\$ _____ (3)



**Table 2.4 - Pricing to cover the first twelve (12) month option period**  
**(From: To: ) (inserted at award)**  
**During Regular Working Hours (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.4:			\$ _____ (4)

**Table 2.5 - Pricing to cover the first twelve (12) month option period**  
**(From: To: ) (inserted at award)**  
**Outside Regular Working Hours (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.5:			\$ _____ (5)

**Table 2.6 - Pricing to cover the first twelve (12) month option period**  
**(From: To: ) (inserted at award)**  
**Sundays and Statutory Holidays**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.6:			\$ _____ (6)

**Table 2.7 - Pricing to cover the second twelve (12) month option period**  
**(From: To: ) (inserted at award)**  
**During regular working hours (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.7:			\$ _____ (7)



**Table 2.8 - Pricing to cover the second twelve (12) month option period**  
(From: To: ) (inserted at award)  
**Outside Regular Working hours (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.8:			\$ _____ (8)

**Table 2.9 - Pricing to cover the second twelve (12) month option period**  
(From: To: ) (inserted at award)  
**Sundays and Statutory Holidays**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) X (b)
Certified Journeyperson:			
Mechanical/HVAC	\$ _____ / hr	10	\$ _____
Plumber/gas fitter	\$ _____ / hr	10	\$ _____
Extended Price Sub-Total Table 2.9:			\$ _____ (9)

**Table 2.10 – Materials:** All products and materials will be invoiced at the Contractor's laid-down cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.

Materials	Mark-up (a)	**Estimated Expenditure (b)	Mark-up Amount (a) X (b) = c	Extended Price (b) + (c)
Initial twenty-hour (24) month term	_____ %	\$ 20,000	\$ _____	\$ _____
First twelve-month option period	_____ %	\$ 10,000	\$ _____	\$ _____
Second twelve-month option period	_____ %	\$ 10,000	\$ _____	\$ _____
Extended Price Sub-Total Table 2.10			\$ _____ (10)	

**Table 2.11**

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

**Table 3**

Total Assessed Proposal Price:		Sum of Bidder's Pricing:
1	Pricing Schedule 1: Table 1.4 Total Price (4) Mechanical Maintenance	\$ _____ (4)
2	Pricing Schedule 2: Table 2.11 Total Price (11) Extra Work "As and When Requested"	\$ _____ (11)
<b>Total Assessed Proposal Price (12) = (4) + (11):</b>		\$ _____ (12)



**ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
*(Attached at the end of the document for informational purposes only)*



## ANNEX D - INSURANCE REQUIREMENT

### COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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



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

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

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

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

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

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



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

*(Attached at the end of the document)*





## Annex F - Contractors Halocarbon Responsibilities

This information sheet is a non-exhaustive list of contractor responsibilities under the Federal Halocarbon Regulations 2003, pursuant to the Canadian Environmental Protection Act 1999. By signing this agreement, the contractor acknowledges and understands these responsibilities when work is carried out on RCMP owned and/or managed halocarbon-containing equipment. Deviation from these responsibilities should be brought to the attention of RCMP contract authority immediately, and may result in termination of the contract.

- Only a certified and licensed technician may install, service, leak test or charge a halocarbon containing equipment that is owned and/or managed by RCMP
- Any work done on a halocarbon air conditioning or refrigeration system that is owned and/or managed by RCMP must be done in accordance with the *Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems, 1996*.
- If a leak test is conducted on a piece of air conditioning or refrigeration equipment, the Contractor must affix a notice containing ALL of the information as required in Schedule 2, item 2 of the FHR 2003:
  - a) name and address of owner of the system, b) name of operator of the system, c) specific location of the system, d) description of the system, e) name of certified person, f) certificate number, g) name of employer of certified person, h) type of halocarbon in the system, i) charging capacity of the system j) date of last two leak tests.
- No halocarbon must be knowingly released from a refrigeration or air conditioning system, or from a fire extinguishing system (unless to fight a fire).
- Any work done on an air conditioning, refrigeration, or fire extinguishing system that may result in a release of a halocarbon, the halocarbon must first be recovered into a container designed for that purpose
- In the event that a halocarbon containing system must be charged, a leak test will first be performed
- If a leak is detected for a halocarbon containing system, the owner of the equipment (and contract authority) must be informed of the leak as soon as possible.
  - In the case of a leak resulting in a release of greater than 100kg, or of unknown weight from a unit with a capacity equal to or greater than 100kg, and where the RCMP contact cannot be reached within 2 hours of identifying such a release, the contractor must report the release to local Environment Canada authorities within 24 hrs.
- Upon servicing a halocarbon-containing system, the service log book for the unit must be completed by the contractor (refer to Appendix C).
- Before dismantling, decommissioning or destroying any halocarbon containing system; the halocarbon(s) will be recovered and a notice must be affixed to the system. The notice will meet the requirements listed in Schedule 2, Item 3 of the FHR 2003. Copy of notice to be provided to RCMP Representative.
- The contractor is familiar with the definitions, and prohibitions outlined in the Federal Halocarbon Regulations, 2003



Signature of contractor: \_\_\_\_\_

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

Web address: 2003 Federal Halocarbon Regulations:

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/index.html>

Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air

Conditioning Systems: <http://ec.gc.ca/ozone/default.asp?lang=En&n=127A4F77-1>



**Appendix A - COST ESTIMATE FORM FOR EXTRA WORK**

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

Description of Work: (Please attach a separate sheet if required)

Direct Costs		Hourly Rate(s) as per Contract		
(i) Direct Labour	# of Hours	Mechanical / HVAC	Plumber / Gas Fitter	Total
Repair Work Labour				\$
Emergency Calls Labour				\$
Other Labour (Specify _____)				\$
Total Direct Labour				\$ _____ (i)
(ii) Direct Material Costs *	Contractor's Wholesale Cost		Mark-up	Total
Replacement Parts			x ____ %	\$
Repair Parts			x ____ %	\$
Other Material (Specify _____)			x ____ %	\$
Total Direct Material Costs				\$ _____ (ii)
(iii) Other Direct Costs				Total
Other (Specify _____)				\$
Total Other Direct Costs				\$ _____ (iii)
Sum of Total Direct Costs (I + ii + iii) (GST/HST extra) = TOTAL PRICE				\$ _____

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

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

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

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

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



**Appendix B – Leak Test Tag Sample**

**Leak Test  
 Equipment Tag**

**Unit #**

---

**Name/Address of Owner of System**

RCMP "F" Division  
 6101 Dewdney Avenue  
 Regina, SK S4P 3K7

**Operator of System**

Same as Above

---

**Specific Location of System**

---

**Description of System**

---

**Type of Halocarbon Contained in System**

---

**Charging Capacity of System**

**DO NOT REMOVE**

Employer of Certified Person	Certificate #	Name of Certified Person	Date


Employer of Certified Person	Certificate #	Name of Certified Person	Date



**Appendix C – Halocarbon Service Record**

**APPENDIX C**

HALOCARBON SERVICE RECORD – ROYAL CANADIAN MOUNTED POLICE, NORTH WEST REGION			
Technician to Complete Items in the Following Sections			
Activity Description	Section A	Section B	Section C
Commissioning	All Items	Items 1-3, 6	Items 1 - 5, 11, 13, 14
Leak Test / Release Report	All Items	All Items	Items 1 - 6, 11 - 14
Other Service	All Items	All Items	Items 1 - 8, 11, 13, 14
Dismantling, Decommissioning or Destruction	All Items	Item 4	Items 1, 4, 6 - 14



\*When Decommissioning one completed form must remain in the service log and one shall be affixed to the unit throughout disposal.

Section A	
Equipment Owner/Operator	RCMP Yorkton Rural Detachment 15 Palliser Way, Yorkton, SK S3N 4C5
Site Address	
Equipment Location	
Equipment Make and Model	
Equipment Serial #	
Work Order #	
Service Date	
Technician Name	
Technician Certificate #	
Company/Employer of Technician	

Section B			
Activity	Yes	No	Comments
1. Leak test performed			*Ensure Leak Test Tag is affixed to the unit.
2. Leak(s) detected/quantity released			
3. Leak(s) repaired			
4. Halocarbon recovered from system			
5. Halocarbon isolated in system			
6. System charged with halocarbon			

Section C			
1. Type of halocarbon			
2. Amount of halocarbon charged	(kg)	(lb)	(oz)
3. Charged by	<input type="checkbox"/> Contractor	<input type="checkbox"/> Factory	
4. Refrigeration capacity of system	(tonnes)	(BTU/hr)	(kW)
5. Halocarbon charged per circuit (kg, lb, oz)	1.	2.	3. 4.
6. Type of halocarbon recovered			
7. Amount of halocarbon recovered	(kg)	(lb)	(oz)
8. Recovered into cylinder owned by	<input type="checkbox"/> Contractor	<input type="checkbox"/> Owner/Operator	
9. Final destination of equipment			
10. Final destination of halocarbon			
11. If system is leaking, owner/operator notified of leaks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12. Circumstances leading to the release, corrective action, and actions taken to prevent subsequent releases			
13. Technician's signature			
14. Owner/Operator signature		Title	
Additional Comments			