



**RETURN OFFERS TO:
RETOURNER LES OFFRES À :**

Offer Receiving/Réception d'offres
ATL_Procurement@rcmp-grc.gc.ca

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes maître individuelle (OCMI)

Proposal to:
Royal Canadian Mounted Police

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux :
Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.

Title - Sujet Vehicle Equipment Installation/Removal Services – Nova Scotia		Date March 27, 2024
Solicitation No. - N° de l'invitation M4000-4-0547		
Solicitation Closes - L'invitation prend fin		
At / à :	2 :00 p.m.	Atlantic Time Heure de l'Atlantique)
On / le :	April 30, 2024	
Delivery - Livraison See herein - Voir aux présentes	Taxes - Taxes See herein - Voir aux présentes	Duty – Droits See herein - Voir aux présentes
Destination of Goods and Services - Destinations des biens et services See herein - Voir aux présentes		
Instructions See herein - Voir aux présentes		
Address Inquiries to - Adresser toute demande de renseignements à rosalee.parsons@rcmp-grc.gc.ca		
Delivery Required - Livraison exigée See herein - Voir aux présentes	Delivery Offered - Livraison proposée	
Vendor/Firm Name, Address and Representative - Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. - No. de téléphone	Email - courriel	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



IMPORTANT NOTICE TO OFFERORS

OFFERS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.

OFFERS RECEIVED BY FAX, IN-PERSON OR BY MAIL/COURIER WILL NOT BE ACCEPTED.



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PART 1 - GENERAL INFORMATION

NOTE: [Canada Buys](#) is the new official source for Government of Canada tender and award notices, and as a source for information, procurement policy and guidelines.

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Checklist, Insurance Requirements, Standing Offer Reporting, Mandatory Technical Evaluation Criteria, Former Public Servant Certification, List of Names of Integrity Verification, and any other annexes.

1.2 Summary

The Royal Canadian Mounted Police (RCMP) has a requirement for the provision of labour, certain materials and supervision necessary to install and remove police emergency equipment, safety equipment and radio/communication equipment on RCMP vehicles on an “as and when” requested basis in Nova Scotia in accordance with the terms and conditions and the Scope of Work as detailed within this document or directed by the Atlantic Region Fleet Manager or Site Authority of the RCMP “H” Division, Nova Scotia.

The requirement also includes the provision of an outdoor storage compound located on site of the Contractor’s installation facility in Nova Scotia within a 20-kilometer radius of the Halifax Regional



Municipality (HRM), Nova Scotia that has the capacity to store a minimum of 50 RCMP vehicles at any one time. The number of vehicles requiring storage will fluctuate.

It is anticipated that the RCMP will award up to four (4) Standing Offers as a result of this solicitation. The number of vehicles built and stored at each site will depend on the number of successful Offerors and their capacity.

In conjunction with the criteria outlined in this proposal, the award of a Standing Offer will be based on capacity, service delivery turn-around time, lowest price and storage availability.

It is estimated that 150 vehicles will be equipped per 12-month period and that 150 vehicles will be de-equipped over the same period.

The standing offer period will be for a 12-month period, with 3 additional 12-month options to extend. The services are required to be provided within a 20-kilometer radius of Halifax Regional Municipality, NS.

The evaluation of Mandatory Technical Criteria as outlined in Annex G will be two-phased; evaluation of criteria required at bid closing date and time, and evaluation of criteria required before issuance of a standing offer.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors 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.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers 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-boia.gc.ca/plaintesurvol-complaintoverview-eng.html>



1.6 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 240 days

2.2 Submission of Offers

Offers must be submitted only to RCMP Offer Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Transmission of offers by facsimile, in-person or by mail/courier to RCMP will not be accepted.

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4 **Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

2.5 **Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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

If you are the successful Offeror 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

2.6 **Volumetric Data**

The estimated volume of work has been provided to Offerors to assist them in preparing their offers. The inclusion of this data in this solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this solicitation will be consistent with this data. It is provided purely for information purposes.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 **Offer Preparation Instructions**

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

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

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



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

Section IV: Additional Information

Important Note:

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

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

An Offer transmitted electronically constitutes the formal Offer of the Offeror and must be submitted in accordance with [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offers - 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 Offer 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. An Offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.

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

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- a) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors 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 Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment.

3.1.1 Payment by Credit Card

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2014-11-27), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Offeror's Proposed Site(s) or Premises Requiring Safeguarding Measures

- 3.1.3.1** As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite
City, Province
Postal Code



ATTACHMENT 1 to PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card (<\$10K);
- () MasterCard Acquisition Card (<10K);
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI).



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria are outlined in Annex G.

- 4.1.1.1.1** The evaluation will be done in two phases. The first phase involves ensuring the bid complies with the mandatory criteria outlined in Annex G. The second phase involves an inspection of the secure storage compound by an RCMP representative prior to award of Standing Offer to ensure it conforms to the specifications listed in Annex G. If the compound is not found to conform to the specifications the Offeror will be given a period of time to be determined by the technical authority to make necessary changes to the compound so it conforms to the specifications. If the Offerer fails to make the necessary changes within the timeframe specified by the RCMP, the offeror's offer will be deemed non-responsive.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price – Offer

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. A maximum of 4 standing offers will be issued as a result of this Request for Standing Offer. The responsive offers with the lowest evaluated prices will be recommended for issuance of standing offers.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare an Offeror in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.



The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" 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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Independent Bid Determination

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



5.1.3.2 Former Public Servant

Refer to Annex F.

5.1.3.3 Status and Availability of Resources

SACC Manual Clause M3020T (2016-01-28), Status of Availability of Resources - Offer

5.1.3.4 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.



ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT OFFER DETERMINATION

I, the undersigned, in submitting the accompanying offer (hereinafter "offer") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Offer and Project)

in response to the call or request (hereinafter "call") for offers 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 Offeror [hereinafter "Offeror"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying offer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Offeror to sign this Certificate, and to submit the accompanying offer, on behalf of the Offeror;
4. each person whose signature appears on the accompanying offer has been authorized by the Offeror to determine the terms of, and to sign, the offer, on behalf of the Offeror;
5. for the purposes of this Certificate and the accompanying offer, I understand that the word "competitor" shall include any individual or organization, other than the Offeror, whether or not affiliated with the Offeror, who:
 - (a) has been requested to submit an offer in response to this call for offers;
 - (b) could potentially submit an offer in response to this call for offers, based on their qualifications, abilities or experience;
6. the Offeror discloses that (check one of the following, as applicable):
 - (a) the Offeror has arrived at the accompanying offer independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Offeror has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for offers, and the Offeror 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, an offer; or
 - (d) the submission of an offer which does not meet the specifications of the call for offers; 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 offers 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 offer have not been, and will not be, knowingly disclosed by the Offeror, directly or indirectly, to any competitor, prior to the date and time of the official offer opening, or of the awarding of the Standing Offer, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Offeror)

(Position Title)

(Date)



PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, 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 2 – 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;
 - (c) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 2 – Resulting Contract Clauses;
 - (d) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 1, clause 1.1.1, Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures.
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, Offerors 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.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.



7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses) apply and form part of the Standing Offer.

Refer to Annex C - Security Requirements Check List (SRCL) and Security Guide attached as a separate document.

7.2.2 Offeror's Site(s) or Premises Requiring Safeguarding

7.2.2.1 Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite
City, Province
Postal Code

7.2.2.2 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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 Standing Offer 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 Standing Offer, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

7.3.1 General Conditions

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex F - Standing Offer Reporting. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.



The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award to 12 months after date of award, inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three additional 12-month periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Rosalee Parsons
RCMP Procurement and Materiel Management
Telephone: 902-720-5112
E-mail: rosalee.parsons@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Standing Offer Authority and any work so conducted shall be at the Offeror's sole risk and expense and



shall not be charged to any Authorized User unless otherwise agreed to in writing by the Standing Offer Authority.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative *(to be inserted at issuance of Standing Offer)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail: _____

7.6 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.

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer:

- For a Call Up valued over \$10K: RCMP Atlantic Region Procurement Office.
- For a Call Up valued under \$10K: Fleet Managers, RCMP Atlantic Region Transport Services.

7.8 Call-up Procedures

Call-ups will be issued by email in the form of Installation Schedules to the Offeror's Representative of the Standing Offer (SO) holder ranked #1 to to determine if the requirement can be satisfied by that Offeror. If the Offeror ranked #1 is able to meet the requirement, the call-up is made against its SO. If the Offeror ranked #1 is unable to meet the requirement, the authorized Call-Up Authority will approach the Offeror ranked #2, and so on.

Installation Schedules will be provided by RCMP Atlantic Region (AR) Fleet Section on a monthly basis. The installation schedule will specify the expected delivery date for the vehicles listed therein. The SO holder ranked #1 will be given 2 business days to respond that they have the capacity to complete the vehicles in these timeframes. If they do not have capacity, or do not respond, the Offeror ranked #2 will be given the same opportunity, and so on.

Build capacity - The number of vehicles assigned to any Contractor for work shall not exceed the number of manned repair stalls in the contractor's shop.

Secure storage capacity - At no time will the number of vehicles being worked on or assigned to the Offeror exceed the secure storage capabilities.



7.8.1 Offeror Ranking

It is anticipated that a maximum of four (4) standing offers will be awarded. To be awarded a standing offer the offeror must meet all the mandatory technical criteria. The ranking of those who meet all the mandatory technical criteria will be as follows:

- a. The Standing Offer Agreement (SOA) with the lowest total evaluated price in Annex B Basis of Payment (Total of sections A+ B + C + D +E +F (taxes not included) at bid closing will be ranked #1.
- b. The Standing Offer Agreement (SOA) with the next lowest total evaluated price in Annex B Basis of Payment (Total of sections A+ B + C + D +E +F (taxes not included) at bid closing will be ranked #2.
- c. The Standing Offer Agreement (SOA) with the next lowest total evaluated price in Annex B Basis of Payment (Total of sections A+ B + C + D +E +F (taxes not included) at bid closing will be ranked #3.
- d. The Standing Offer Agreement (SOA) with the next lowest total evaluated price in Annex B Basis of Payment (Total of sections A+ B + C + D +E +F (taxes not included) at bid closing will be ranked #4.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms may be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

OR

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer, and acceptance of those terms;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.



7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$80,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ _____ (*to be inserted prior to issuance, HST excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) Annex A - Statement of Work;
- e) Annex B - Basis of Payment;
- f) Annex C - Security Requirements Check List and Security Guide;
- g) Annex D - Insurance Requirements;
- h) Attachment 1 to Part 5, Certificate of Independent Bid Determination
- i) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Procurement Ombudsman

7.13.1 Dispute Resolution

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

7.13.2 Standing Offer 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 Standing Offer if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government*



Services Act and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

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

7.14 Certifications and Additional Information

7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14.2 SACC Manual Clauses

SACC Manual Clause [M3020C](#) (2016-01-28), Status of Availability of Resources - Standing Offer.
SACC Manual Clause [M3000C](#) (2006-08-15), Price Lists.
SACC Manual Clause [M3800C](#) (2006-08-15), Estimates.

7.15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer 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 Offeror in its offer, if applicable*).

7.16 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

7.17 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.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 SACC Manual Clauses

SACC Manual Clause [A9039C](#) (2008-05-12), Salvage.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.



7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B - Basis of Payment.

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.

7.5.1.1 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.

7.5.2 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

7.5.3 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department



SACC *Manual* clause [C0504C](#) (2014-06-26) Overtime - Fixed Time Rate
SACC *Manual* clause [C0710C](#) (2007-11-30) Time and Contract Price Verification
SACC *Manual* clause [C0711C](#) (2008-05-12) Time Verification

7.5.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card (<\$10,000);
- b. MasterCard Acquisition Card (<\$10,000);
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI).

7.6 Invoicing Instructions

7.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.6.2 Invoices must be distributed as follows:

The original copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 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.



ANNEX A - STATEMENT OF WORK

1. OVERVIEW

- 1.1** The Royal Canadian Mounted Police (RCMP) has a requirement for the provision of labour, certain materials, and supervision necessary to install and remove police emergency equipment, safety equipment, and radio/communication equipment on RCMP vehicles on an “as and when” requested basis, over a 12-month period, in Nova Scotia, in accordance with the terms and conditions and the Scope of Work as detailed within this document or directed by the Atlantic Region Fleet Manager or Site Authority of the RCMP “H” Division, Nova Scotia
- 1.2** The RCMP also requires the provision of a secure storage compound located on site of Contractor’s installation facility in Nova Scotia within a 20-kilometer radius of the Halifax Regional Municipality (HRM), NS that has the capacity to store a minimum of 50 RCMP vehicles at any one time. The number of vehicles requiring storage will fluctuate.
- 1.3** It is estimated that 150 vehicles will be equipped per 12-month period and that 150 vehicles will be de-equipped over the same period.

2. VEHICLE INVENTORY

- 2.1** A vehicle inventory list must be provided by the Contractor on a monthly basis. This list will be completed by the Contractor and must include the last 8 digits of the Vehicle Identification Number (VIN) and Year/Make/Model of all vehicles held in storage and submitted electronically to the Project Authority at the end of each month.
- 2.2** Storage: Vehicles must be stored in such a manner as to avoid damage to and loss of the equipment. Vehicles in storage must be started and moved at least once every 2-month period. The storage compound must be sufficiently cleared of ice and snow so that any vehicle can be made available within 3 business days at any time. Inventory facilities will be periodically inspected by a RCMP representative to ensure the storage compound continues to meet the standing offer specifications.
- 2.3** To avoid damaging the new vehicle battery, the contractor must ensure that the battery is disconnected in the vehicles being stored at their location.

3. STORED EQUIPMENT

- 3.1.** RCMP emergency and communications equipment must be stored in an access-controlled area used to store only RCMP equipment.
- 3.2.** Inventory: An equipment inventory list must be provided by the Contractor on a quarterly basis.

This list will be completed by the Contractor and must include product descriptions, product codes if known and the quantity of each item. This list must be submitted electronically to the Project Authority.
- 3.3.** Storage: Equipment must be stored in such a manner as to avoid damage to and loss of the equipment. Storage facilities will be periodically inspected by a RCMP representative.



Access Controlled Area: Accessible by the Contractor and by security cleared personnel of the Contractor and by a RCMP representative.

4. REQUIREMENT:

- 4.1** The Contractor must have the capability to complete vehicle equipment installation within the following time frame:
- 4.1.1 Marked/Unmarked Police Interceptor Sedan, SUV, Pick-up Truck (Type 1, 2 & 3 – refer to Section 17) - within 5 working days of receipt of call up or receipt of all necessary equipment, whichever is later
 - 4.1.2 Marked/Unmarked Police Package Truck/SUV (Type 4 – refer to Section 17) - within 5 working days of receipt of call up or receipt of all necessary equipment, whichever is later.
 - 4.1.3 Unmarked Police Sedan/SUV/Truck (Type 5 – refer to Section 17) - within 3 working days of receipt of call up or receipt of all necessary equipment, whichever is later.
 - 4.1.4 Specialty vehicles - within 7 working days of receipt of call up or receipt of all necessary equipment, whichever is later.
- 4.2** Installation schedules to be provided by the Project Authority on a monthly basis. The installation schedule will list the priority of each vehicle build.
- 4.3** Vehicle Inventory: The Contractor must complete Form 2132 (Appendix A - Vehicle Acceptance Check) and submit it electronically along with the New Vehicle Information Sheet (NVIS) form, which must be received with each new vehicle from the delivering dealer, to the Project Authority upon receipt and inspection of vehicle.
- 4.4** The original NVIS form must be stored in the vehicle glove box unless otherwise advised by the Project Authority.
- 4.5** The Contractor must submit invoices on a per-vehicle basis upon completion and inspection of all work and services by a RCMP representative. All services must be itemized individually on the invoice.

5. INSTALLATION OF POLICE EMERGENCY EQUIPMENT

****NOTE:** ONLY RCMP APPROVED EQUIPMENT IS TO BE USED ON/IN RCMP VEHICLES. ALL EQUIPMENT MUST BE APPROVED BY THE PROJECT AUTHORITY PRIOR TO INSTALLATION.

****NOTE:** THE CONTRACTOR MUST HAVE APPROVAL FROM THE PROJECT AUTHORITY PRIOR TO FABRICATING AND/OR SUPPLYING ANY PRODUCT FOR THE INSTALLATION OF EQUIPMENT IN RCMP OWNED VEHICLES. THIS INCLUDES BUT IS NOT LIMITED TO BRACKETS AND CAGES.

****NOTE:** ALL COMPONENTS AND WIRING INSTALLED IN POLICE VEHICLES MUST BE LOCATED/ROUTED EXACTLY THE SAME ON SAME MODEL VEHICLES.



****NOTE:** THE CONTRACTOR WILL INSTALL THE FOLLOWING POLICE EMERGENCY EQUIPMENT AS AND WHEN REQUESTED IN ACCORDANCE WITH THE RCMP INSTALLATION MANUAL AND/OR MANUFACTURER'S INSTRUCTIONS

5.1 DECAL PACKAGE

The Contractor must install decal package and conspicuity tape on marked police vehicles as per work order. This includes subdued decals. The RCMP will provide complete decal package for installation.

5.2 BASE WIRING

5.2.1 All wiring must be installed in a neat and orderly manner and be supported by wire ties as required. All installed wiring must be protected by high temperature nylon loom, rated at 300° Fahrenheit. All installed wiring must not interfere with or stress manufacturers' wiring.

5.2.2 Wires must be routed to the trunk/rear of the vehicle in a manner that will not cause damage to the wiring harness.

5.2.3 In an unmarked vehicle from the battery through the fire wall (grommet to be used) to the console, the Contractor will install two 10-gauge wires, each to have a 20-amp circuit breaker or one 8-gauge wire with a 40-amp circuit breaker.

5.3 POLICE VEHICLE LIGHT BAR

5.3.1 Mounting locations will be determined and provided by the Project Authority.

5.3.2 The Contractor must lower the vehicle head liner to drill a hole in the roof of the vehicle directly beneath the light bar. A rubber grommet must be inserted in the hole to protect the light bar cables from damage and sealed with silicone or urethane to prevent water leaks to headliner.

5.3.3 The light bar must be fastened using the light bar manufacturers' mounting hardware.

5.3.4 Marked Pick-Up Truck - The light bar cable must be routed down either the vehicle "A" or "B" pillar and terminated at the siren controller.

5.3.5 Marked SUV - The light bar cable must be routed down the vehicle "C" pillar and terminated at the siren controller.

5.4 ADDITIONAL LIGHTING

As determined by the Project Authority, additional lighting may be required and can include:

- Headlight flasher
- Deck lighting
- Directional arrow beacons
- Grill lights



- Daytime running lamp (DRL) cut out switch
- Rear view mirror light kit
- Partition mounted alley lights (for slick roof application)
- LED lights
- Visor light
- Interior light bar

5.4.1 HEADLIGHT FLASHER

When required, the Contractor must install an alternating head light flasher under the hood. This unit will not interfere with vehicle components and wiring. The DRL module will be automatically overridden during head light flasher usage.

5.4.2 REAR DECK LIGHTS

5.4.2.1 When required, the Contractor must mount rear deck lights as close to the third brake light as possible. These lights must be securely bolted to the rear deck Directional Arrow Beacons

5.4.2.2 When required, the Contractor must install directional arrow beacons on the rear window deck fastened as low as possible but above high mount brake lamp. Where possible, avoid drilling holes through deck panel. Wiring must terminate at beacon manufacturers' control panel or trunk area as required.

5.4.3 GRILL LIGHTS

When required, the Contractor must install grill lights behind or in front the vehicle grill. An alternating flasher may be installed in the engine compartment to activate these lights. This unit must not interfere with vehicle components, and wiring.

5.4.4 DAYTIME RUNNING LAMPS SWITCHING

When required, the Contractor must install a daytime running lamp cut-out switch to disable the headlamps at users' discretion. If a disable switch is not supported on the multifunction control panel, a small rocker switch must be installed as close to the headlight switch as possible. Disabling lights must not trigger onboard diagnostic trouble codes. **An indicator light that warns the driver when the DRL are disabled is required.**

5.4.5 REAR VIEW MIRROR LIGHT KIT

When required, the Contractor must install the rear-view mirror light kit as per manufacturer's instructions. Wiring must be tucked in under the head liner and routed through the passenger side "B" or "C" pillar and is to be connected to the lighting controller.

5.5 SIREN CONTROLLER

When required, the Contractor must install the siren controller. Controllers will consist of one 3-position slide switch and at least 5 push button switches.



****NOTE: All powered police equipment must be fused as per manufacturer's specifications.**

5.6 PROTECTIVE PARTITION

5.6.1 When required, the Contractor must install a protective partition in a vehicle between the driver and rear passenger compartments. This partition must be installed as per manufacturer's recommendations. For older partitions still in use, a partition transfer kit will be supplied by the RCMP to facilitate installation. Prior to the installation of the partition, some factory installed equipment must be disabled and removed on certain platforms (e.g. roof vent, handles, coat hooks). Installation must be performed as per the RCMP Platform Specific Installation Manual.

5.6.2 For SUV type vehicles, a cargo partition provided by the RCMP must be installed between rear passenger seat and cargo areas.

5.7 GUN RACK

When required, the Contractor must install a gun rack on the protective partition as per the RCMP install manual. Wiring must be concealed from view.

5.8 DISABLING OF REAR DOOR HANDLES/LOCKS AND WINDOWS

The Contractor must disable rear door handles and locks on all vehicles equipped with a rear partition for the transport of prisoners. Windows must be disabled with the driver maintaining the ability to operate. Changing out the door panel to a more secure version on some platforms, the addition of window barriers and a mechanical emergency door release is done at this point. The door release process must be done very meticulously to ensure the safety of the occupants. Installation must be performed as per the RCMP Platform Specific Installation Manual.

5.9 MISCELLANEOUS ITEMS

As approved by the Project Authority and as per the manufacturer's instruction, the Contractor must, on an as-and-when requested basis:

- Install RCMP siren unit, undisguised mount (without console or mount), in RCMP vehicles.
- Install one docking station for mobile work station into RCMP Interceptor sedans/SUVs, complete with modem/GPS and roof mounted antennas.
- Install mobile satellite phone and car kit, complete with antenna, in RCMP vehicles.
- Install video incident capture system (VICS) equipment complete with accessories and antenna.
- Install radar speed meter equipment complete with antenna in RCMP Interceptor Sedans and SUV.
- Install GO Lights.

6. INSTALLATION OF COMMUNICATIONS EQUIPMENT

Communications equipment will be issued by RCMP IT Operations, to be used for replacement of old or damaged equipment and for new vehicle installations. This equipment must be housed in an access-controlled area where access is limited to personnel who work there and possess a valid RCMP Reliability Status (RRS). As such, the Contractor's facility must have a secure area/room that meets these criteria. The communication equipment includes:

- Mobile Radio



- Data Modem
- Computer
- Computer Mounts
- Antennas (Includes GPS, Cellular, Radio, and Repeater; Disguised Antenna on Unmarked)
- Card Reader
- Printer
- Digital Vehicle Repeater System

All components and wiring installed in police vehicles must be located/routed exactly the same on same model vehicles. The Contractor must work in consultation with RCMP IT Operations Radio Shop personnel.

6.1 REAR TRAY AND CONSOLE EQUIPMENT MOUNTING

- 6.1.1** The Contractor must fabricate brackets to mount the siren, radio and switch panel on the transmission hump of the vehicle when approved by the Project Authority. Care must be taken when utilizing self-tapping screws to prevent the excessive length of the screw from making contact with the drive shaft, vehicle transmission, control heads mounted in dash, wiring and modules. Component layout as indicated in manual, directed by the Project Authority National Fleet, and in consultation with RCMP IT Operations personnel.
- 6.1.2** The Contractor must recondition mounting brackets being removed from existing vehicles. This includes: removing toggle switches, terminal strip, tubular filters, fuse block assembly and lighter; cleaning the components, painting the console; reassembly.
- 6.1.3** The Contractor must install RCMP supplied radio transceiver and RCMP supplied loud hailer/siren units in the mount with docking station/relay box. This includes the installation of the mount in RCMP cars/trucks and any modifications necessary to mount/housing. The Contractor must install the antenna and cable on roof mount. The Contractor must install the loudhailer/siren speaker mounted under the hood or externally.

6.2 COMPUTER MOUNT

- 6.2.1** The computer mount is a communications equipment mount, complete with mounting rail, equipment housing and docking station with an adjuster. It includes a baseplate to which the computer mounts and consoles are attached. This mount is supplied by the RCMP and must be installed in designated vehicles.
- 6.2.2** The Contractor must recondition the computer mount. This includes: fuse block assembly, lighter plugs, armrest, wiring: repair switch, lights, wiring. Check docking station for functionality and contact RCMP IT Operations if repairs are required. Clean components, paint if required and reassemble.

6.3 AUXILIARY RADIO TRANSCEIVERS AND RCMP RADIO TRANSCEIVERS

- 6.3.1** RCMP supplied auxiliary transceivers are used for special uses, such as Citizens Band. The RCMP radio transceivers include both trunk mount and front mount units.



- 6.3.2** The Contractor must install an auxiliary radio transceiver in installed computer mount for RCMP vehicles. This includes any modifications necessary to mount/housing.

6.4 TELECOMMUNICATIONS ANTENNAS

- 6.4.1** All radio antennas will be provided by RCMP IT Operations and must be installed by the Contractor in RCMP vehicles. Most antennas will be roof mounted. Number and type of antenna to be determined and specified on the work order for vehicle installation. Four (4) will be the maximum number installed on any one vehicle. Installation manual should be consulted for proper antenna spacing.

- 6.4.2** Unmarked vehicles require low profile disguised antennas and/or glass mount antennas.

6.5 EXTERNAL TRANSCEIVER SPEAKER

An external speaker is provided with each radio. It must be mounted between the two front seats on the recessed panel portion of the partition.

7. REMOVAL OF POLICE EMERGENCY EQUIPMENT AND PREPARATION FOR DISPOSAL

7.1 Vehicle Inspection Prior to Decommissioning

- 7.1.1** Prior to decommissioning any RCMP vehicle, the Project Authority will provide the contractor with RCMP Form 6529 Vehicle Inspection Tracking (Appendix B) signed by RCMP personnel to verify the vehicle has been visually inspected for hazardous substances, personal belongings and garbage has been removed.

- 7.1.2** The Contractor must also complete the inspection noted on Form 6529 Vehicle Inspection Tracking, including removal of rear seats, to ensure no hazardous or confidential materials remain in the vehicle prior to decommissioning. The Contractor must advise the Project Authority immediately if any materials are found. The Project Authority will advise on what to do with the found items. If hazardous material is found, the Contractor must stop work immediately and contact the Project Authority.

- 7.1.3** Persons working on the vehicle in the area of the rear seats and trunk must wear proper personal protective equipment such as long sleeves, double layer of 8 mil black nitrile gloves safety glasses and an N95 dust mask. The Contractor must take all appropriate measures required to protect their employees according to Provincial guidelines, and internal company Health and Safety/WHMIS guidelines to avoid potential exposure to toxic substances while working on RCMP vehicles. If hazardous material is found, the Contractor must stop work immediately and contact the Project Authority.

7.2 Emergency Equipment Removal

- 7.2.1** When removal of equipment is approved by the Project Authority via work order, the Contractor must remove all police equipment without damage to the equipment, vehicle or manufacturer's wiring.



- 7.2.2 In consultation with the Project Authority, when required, equipment must be restored to its original state. Equipment must be stored by the Contractor until it is to be used on a future install or until it is returned to a RCMP facility for disposal.
- 7.2.3 Removal of all decals including the conspicuity (high visibility) markings must be completed on all marked vehicles, prior to disposal on an as and when required basis with no damage to the vehicle's paint, this includes subdued decals. **All decals removed must be destroyed and rendered unusable.**
- 7.2.4 Daytime running lamps must be reconnected. Where possible, rear door handles, locks and windows must be re-activated.
- 7.2.5 Secure idle must be disconnected.
- 7.2.6 The Contractor must advise the Project Authority when a vehicle is received at their location without all seats. The Project Authority will locate the seats which must be re-installed prior to disposal.

8. REMOVAL OF COMMUNICATIONS EQUIPMENT

- 8.1 When removal of equipment is approved by the Project Authority via work order, the Contractor shall remove all communications equipment without damage to the equipment, vehicle and manufacturer's wiring.
- 8.2 Removal of all items noted in Section 6 above is to include restoration of all wiring and tagging (as directed) and approved by the Project Authority and RCMP IT Operations.
- 8.3 The Contractor must remove all antennas and plug any holes in the vehicle as a result of removal of equipment.
- 8.4 For disguise antennas, the Contractor must remove complete antenna assembly without cutting cable. The Contractor must keep all the items of the disguise antenna together in one package and return to RCMP IT Operations Radio Shop.
- 8.5 RCMP supplied Inventory Sheets must be completed by Contractor and submitted electronically to RCMP IT Operations.
- 8.6 The Contractor must return the following equipment, within 24 hours of removal from the vehicle, to RCMP IT Operations Radio Shop for inspection and maintenance:
 - Radio, repeater, laptop, modems and associated wiring harnesses, brackets, and hardware.

9. PREPARATION OF VEHICLES FOR DISPOSAL

- 9.1 The Contractor must ensure the original Certificate of Registration is in every vehicle before release to GC Surplus.
- 9.2 The Contractor must notify the Project Authority immediately if the Certificate of Registration and spare keys are not with vehicles when dropped off for disposal.



- 9.3 The Contractor must advise the Project Authority when a vehicle is received at their location without all seats and manufacturer consoles. The Project Authority will attempt to locate the seats which must be re-installed prior to disposal.
- 9.4 The Contractor must complete, sign and submit RCMP Form 6529 Vehicle Inspection Tracking (Appendix B) to the Project Authority to indicate that the vehicle has been inspected and is free of hazardous substances, personal belongings and garbage has been removed. The Contractor must also complete Section 4 of the form "Acknowledgement on the Removal of Policing Equipment" ensuring that each box is checked with Yes or N/A. The original will be put in the glovebox.
- 9.5 In addition to Form 6529, the Contractor must provide the vehicle code, Vehicle Identification Number (VIN), and the odometer reading via email to Project Authority which will signify that the vehicle is ready for disposal. The Project Authority will arrange for vehicle disposal.

10. OTHER DELIVERABLES

- 10.1 The Contractor must supply his/her own tools as well as consumable items such as bolts, screws, wires, connectors, high temperature loom and tie wraps.
- 10.2 All bolts, screws, and washers must be cadmium plated to prevent rust. Nuts must have nylon lock thread to prevent coming loose from vibration, etc. The Contractor must use consistent size fasteners whenever possible.
- 10.3 Major components supplied by the RCMP must be picked up by the Contractor from the RCMP Warehouse.
- 10.4 The Contractor must provide equipment installation and repair cost sheets for each work order.
- 10.5 The Contractor must complete an inventory sheet for RCMP equipment in their possession on a quarterly basis.
- 10.6 The Contractor must immediately notify the Project Authority of any equipment that is damaged, lost or stolen while at the Contractor's facility.
- 10.7 The Contractor must notify the Project Authority of any equipment that is deemed redundant and provide the Project Authority with the vehicle number from which the equipment was taken. The equipment will be sent back to RCMP facility or disposed of as instructed by the Project Authority.

11. GOVERNMENT FURNISHED SUPPORT/EQUIPMENT

- 11.1 The Project Authority will provide the Contractor with a listing of RCMP vehicles for equipment installation and/or removal on a monthly basis, minimum
- 11.2 The Project Authority will provide the Contractor with a list of equipment items to be installed or removed on each vehicle.



11.3 The RCMP will supply major components and emergency equipment. The components and emergency equipment supplied by the RCMP may be new, used or require refurbishing by the Contractor as per direction from the Project Authority.

12. CARE, CONTROL AND CUSTODY

The Contractor is responsible for the care, control and custody of RCMP vehicles and equipment while performing any services pursuant to the terms of the standing offer. Any misuse or abuse of RCMP vehicles and/or equipment could result in immediate withdrawal from the Standing Offer.

13. WARRANTY FOR THE PROVISION OF THE SERVICE

13.1 All work must be fully guaranteed for a period of 90 days. Defects identified during the warranty period must be repaired free of charge. If vehicle has been transferred to a remote location, the Contractor is required to provide telephone troubleshooting services in order to resolve warranty issues. If the vehicle is unable to return to the Contractor's facility, the Contractor is responsible for the costs incurred to have the defect repaired by another supplier. If the vehicle is able to be returned to the Contractor's facility, the Contractor must assume all costs to transport the vehicle (return trip).

13.2 Any damage to vehicles or emergency equipment resulting from improper storage of such items is the responsibility of the Contractor to repair or replace in consultation with the Project Authority.

14. DELIVERY: REQUIRED DELIVERY DATE WILL BE STATED ON THE WORK ORDER

14.1 Vehicles considered "on the install schedule" are vehicles for which the Project Authority has not been notified are ready for service. The Contractor must notify the Project Authority that vehicles are ready for service. Vehicles must not be released until authorized by the Project Authority.

14.2 The Contractor must ensure only authorized Contractor personnel drive RCMP vehicles. All Contractor personnel required to drive the RCMP vehicles must have a clean driver abstract. A driver's abstract for each Contractor personnel performing the services must be provided to the Project Authority, or designated representative, prior to commencement of service. Any Contractor personnel with a poor driving record can be rejected. It is the Contractor's responsibility to provide the Project Authority or designated representative with this documentation.

14.3 The Contractor must display a visible "OUT OF SERVICE" sign on all marked vehicles as well as a covering over the light bar.

14.4 All installations must be in accordance with Provincial Legislation with respect to the Provincial Highway Act.

14.5 All installations must be in accordance with RCMP standards as directed by the Project Authority.

14.6 All connectors must be soldered and double wall heat shrunk. No cabling or wiring is to be cut; it must be coiled and tied only. Flush cutters must be used for tie wraps.



- 14.7 All dismantling and removal of equipment on RCMP vehicles must be done in the same method that was used in the installation of equipment.
- 14.8 The Contractor must securely store all RCMP owned accessories until they are to be used to complete a vehicle install, returned to RCMP facility or disposed of by the RCMP.
- 14.9 All work is to be performed at the Contractor's workplace.

15. SERVICE QUALITY REQUIREMENTS

- 15.1 The RCMP may perform any inspection thought necessary to ensure that installations meet the standards described in this specification. The Contractor will be promptly notified when the standard for vehicle retrofit has not been met. The Contractor is responsible for jockey service as described herein and rectifying all deficiencies.
- 15.2 The Contractor must disconnect the battery whenever the Contractor is working on any police motor vehicle. This is required in order to prevent discharge of battery, electrical circuits shorting out, fuses blowing and vehicle fires.
- 15.3 The Contractor must check for wiring/wiring harness, fuel lines, fuel tanks, drive shaft, air-bag sensors and coolant lines whenever drilling holes on any police motor vehicle to prevent damage.
- 15.4 The Contractor must report any damaged part or damaged vehicle to the Project Authority prior to repairing. The Contractor is responsible for any damages due to negligence during the entire period the vehicle is in their custody. No costs for such repairs will be borne by the RCMP.
- 15.5 All RCMP equipment installed by the Contractor must be in good operating condition. If it is not, the Contractor must notify the Project Authority immediately.

16. JOCKEY SERVICE

- 16.1 The Contractor must, on an as-and-when requested basis, pick vehicles up at locations in the Halifax Regional Municipality (HRM), NS area and deliver to the Contractor's secure compound.
- 16.2 The Contractor must, on an as-and-when requested basis, deliver vehicles to RCMP "H" Division Headquarters from the Contractor's secure compound.

17. STANDARD EQUIPMENT INSTALLATION

Type 1: Basic Marked Police Vehicle – SEDAN / SUV / PICK-UP TRUCK

The Contractor must build the vehicle in accordance with the RCMP Install Manual plus additional mandatory equipment:

- decals - stripe kit, radio call numbers (including roof decals), Canada wordmark, high visibility markings
- light bar assembly
- gun rack



- security shield (1) one
- rear cargo screen (if applicable)
- power distribution unit
- rear traffic advisor
- rear deck lights
- rear compartment light
- grill lights
- controller unit, siren and siren speaker
- rear window bars
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- dash-mount system which includes the center console
- card reader
- data modem
- printer
- mobile work station
- Video Incident Capturing System

Optional Equipment

- radar
- Digital Vehicle Repeater System

The Contractor must charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.

Type 2: Highway Patrol Police Vehicle Slick Roof – SEDAN / SUV / PICK-UP TRUCK

The Contractor must build the vehicle in accordance with the RCMP Install Manual plus additional mandatory equipment:

- decals - stripe kit, radio call numbers (including roof decals), Canada wordmark, high visibility markings
- gun rack
- intersection lights
- alley lights and take down lights
- security shield (1) one
- rear cargo screen (if applicable)
- power distribution unit
- rear traffic advisor
- rear deck lights
- mirror beam lights
- interior lightbar
- grill lights
- siren controller unit, siren and siren speaker
- rear window bars
- police radio
- rear compartment light
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)



- dash-mount system which includes the center console
- radar
- Video Incident Capturing System
- card reader
- Mobile Work Station
- Data Modem
- printer

Optional Equipment

- Digital Vehicle Repeater System

The Contractor must charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.

Type 3: Highway Patrol Police Vehicle with Lightbar – SEDAN / SUV / PICK-UP TRUCK

The Contractor must build the vehicle in accordance with the RCMP Install Manual plus additional mandatory equipment

- decals - stripe kit, radio call numbers (including roof decals), Canada wordmark, high visibility markings
- light bar assembly
- gun rack
- interior light bar
- mirror beam lights
- security shield (1) one
- rear cargo screen (if applicable)
- power distribution unit
- rear traffic advisor
- rear deck lights
- grill lights
- siren controller unit, siren and siren speaker
- rear window bars
- police radio
- rear compartment lights
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- dash-mount system which includes the center console
- radar
- Video Incident Capturing System
- card reader
- Mobile Work Station
- Data Modem
- printer

Optional Equipment

- Digital Vehicle Repeater System



The Contractor must charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.

Type 4: Marked TRUCK / SUV (not RCMP Package)

- decals - stripe kit, radio call numbers (Including roof decals), Canada wordmark, high visibility markings
- light bar assembly
- gun rack
- headlight flashers
- security shield (1) one
- rear cargo screen (if applicable)
- power distribution unit
- rear traffic advisor
- rear deck lights
- siren controller unit, siren and siren speaker
- rear window bars
- police radio
- grill lights
- rear compartment light
- base wiring
- secure idle
- dome light
- dash-mount system which includes the center console
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- card reader
- Data Modem
- printer
- Mobile Work Station
- Video Incident Capturing System

Optional Equipment

- Digital Vehicle Repeater System
- radar

The Contractor must charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.

Type 5: Unmarked Surveillance SEDAN / SUV / PICK-UP TRUCK

- police radio
- siren controller and speaker
- headlight flasher
- 4 corner led lighting
- hard wired visor light
- base wiring
- controller / switch box



- disguised antenna
- gun box

The Contractor must charge a flat rate for the installation of standard equipment, in accordance with the Statement of Work and the RCMP Install Manual plus the additional mandatory equipment including all associated hardware and wiring, overhead, labour, profit and materials.

18. REMOVAL OF EQUIPMENT

Type 1: Basic Marked Police Vehicle – SEDAN/SUV / PICK-UP TRUCK

- decals - stripe kit, radio call numbers (including roof decals), Canada wordmark, high visibility markings (see Section 7.2.3)
- light bar assembly
- gun rack
- rear traffic advisor
- grill lights
- dome light
- rear compartment light
- headlight flashers
- corner strobes, power supplies and/or vertex lights
- security shield (1) one
- rear cargo screen (if applicable)
- window bars
- power distribution unit
- reactivate rear door and window locks
- secure idle – disconnected
- rear auxiliary battery - disconnected
- siren controller unit, siren and siren speaker
- rear window bars
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- dash-mount system which includes the center console
- Mobile Work Station
- Video Incident Capturing System
- Radar
- Card reader
- Printer
- Data modem

The Contractor must charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.

Type 2: Highway Patrol Police Vehicle Slick Roof - SEDAN/SUV / PICK-UP TRUCK

- decals - stripe kit, radio call numbers (including roof decals), Canada wordmark, high visibility markings (see Section 7.2.3)
- gun rack



- alley lights, take down lights and intersection lights
- security shield (1) one
- rear cargo screen (if applicable)
- window bars
- grill lights
- power distribution unit
- rear traffic advisor
- interior lightbar
- headlight flashers
- dome light
- corner strobes and power supplies and/or vertex lights
- rear compartment lights
- reactivate rear door and window locks
- secure idle – disconnected
- rear auxiliary battery - disconnected
- siren controller unit, siren and siren speaker
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- dash-mount system which includes the center console
- radar
- Video Incident Capturing System
- card reader
- Mobile Work Station
- Data Modem
- Printer

The Contractor must charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.

Type 3: Highway Patrol Police Vehicle with Lightbar – SEDAN/SUV / PICK-UP TRUCK

rear cargo screen (if applicable)

- decals - stripe kit, radio call numbers (including roof decals), Canada wordmark, high visibility markings (see section 7.2.3)
- light bar assembly
- gun rack
- security shield (1) one
- power distribution unit
- rear traffic advisor
- grill lights
- interior lightbar
- headlight flashers
- dome light
- rear compartment light
- corner strobes and power supplies and/or vertex lights
- reactivate rear door and window locks
- secure idle – disconnected
- rear auxiliary battery - disconnected
- siren controller unit, siren and siren speaker



- window bars
- police radio
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- dash-mount system which includes the center console
- radar
- Video Incident Capturing System
- card reader
- Mobile Work Station
- Data Modem
- Printer

The Contractor must charge a flat rate for the removal of standard equipment, including all associated hardware and wiring.

Type 4: Marked TRUCK / SUV (not RCMP Package)

- decals - stripe kit, radio call numbers (Including roof decals), Canada wordmark, high visibility markings (See section 7.2.3)
- light bar assembly
- gun rack
- headlight flashers
- rear deck lighting
- corner strobes/power package and/or vertex lights
- security shield (1) one
- rear cargo screen (if applicable)
- power distribution unit
- rear traffic advisor
- rear deck lights
- siren controller unit, siren and siren speaker
- rear window bars
- police radio
- grill lights
- rear compartment light
- base wiring
- secure idle
- dome light
- dash-mount system which includes the center console
- All necessary antennas (Includes GPS, Cellular, Radio, and Repeater)
- card reader
- Data Modem
- Printer
- radar
- Mobile Work Station
- Video Incident Capturing System
- secure idle – disconnected
- reactivate rear compartment lock
- reactivate rear door and window locks
- rear auxiliary battery – disconnected



The Contractor must charge a flat rate for the removal of the above equipment, including all associated hardware and wiring.

Type 5: Unmarked Surveillance SEDAN / SUV / PICK-UP TRUCK

- police radio
- siren
- headlight flasher
- corner led lighting
- hard wired visor light
- base wiring
- controller / switch box
- disguised antenna
- gun box



Appendix A - Form 2132 Vehicle Acceptance Check

Attached as a separate document.



Appendix B - Form 6529 Vehicle Inspection Tracking

Attached as a separate document.



ANNEX B - BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified below. Customs duties are included and applicable taxes are extra.

FOR EVALUATION PURPOSES ONLY

The Offeror must insert their firm, all-inclusive unit prices in Tables below and complete the extended price calculation for the contract and option periods identified. Failure to complete the table in full will result in the offer being deemed non-responsive and given no further consideration.

The estimated quantities are provided for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.

The total evaluated price: Total of sections A+ B + C + D +E +F (taxes not included)

STANDARD EQUIPMENT INSTALLATION (A)				
		QUANTITY	UNIT PRICE PER VEHICLE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
Type 1	Year 1	60	\$	\$
	Option Year 1	60	\$	\$
	Option Year 2	60	\$	\$
	Option Year 3	60	\$	\$
Type 2	Year 1	10	\$	\$
	Option Year 1	10	\$	\$
	Option Year 2	10	\$	\$
	Option Year 3	10	\$	\$
Type 3	Year 1	20	\$	\$
	Option Year 1	20	\$	\$
	Option Year 2	20	\$	\$
	Option Year 3	20	\$	\$
Type 4	Year 1	40	\$	\$
	Option Year 1	40	\$	\$
	Option Year 2	40	\$	\$
	Option Year 3	40	\$	\$
Type 5	Year 1	20	\$	\$
	Option Year 1	20	\$	\$
	Option Year 2	20	\$	\$
	Option Year 3	20	\$	\$
SUBTOTAL FOR STANDARD EQUIPMENT INSTALLATION (A)				\$



REMOVAL OF EQUIPMENT (B)				
		QUANTITY	UNIT PRICE PER VEHICLE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
Type 1	Year 1	60	\$	\$
	Option Year 1	60	\$	\$
	Option Year 2	60	\$	\$
	Option Year 3	60	\$	\$
Type 2	Year 1	10	\$	\$
	Option Year 1	10	\$	\$
	Option Year 2	10	\$	\$
	Option Year 3	10	\$	\$
Type 3	Year 1	20	\$	\$
	Option Year 1	20	\$	\$
	Option Year 2	20	\$	\$
	Option Year 3	20	\$	\$
Type 4	Year 1	40	\$	\$
	Option Year 1	40	\$	\$
	Option Year 2	40	\$	\$
	Option Year 3	40	\$	\$
Type 5	Year 1	20	\$	\$
	Option Year 1	20	\$	\$
	Option Year 2	20	\$	\$
	Option Year 3	20	\$	\$
SUBTOTAL FOR REMOVAL OF EQUIPMENT (B)				\$



HOURLY LABOUR RATES (C)			
	QUANTITY	LABOUR RATE PER HOUR	EXTENDED PRICE (QUANTITY x HOURLY RATE)
Year 1	75	\$	\$
Option Year 1	75	\$	\$
Option Year 2	75	\$	\$
Option Year 3	75	\$	\$
SUBTOTAL FOR HOURLY LABOUR RATES (C)			\$

UNFURNISHED PARTS (D)			
Year 1 Unfurnished parts used in all RCMP installations and removals		Contractor's list price less discount of _____%	\$
Option Year 1 Unfurnished parts used in all RCMP installations and removals		Contractor's list price less discount of _____%	\$
Option Year 2 Unfurnished parts used in all RCMP installations and removals		Contractor's list price less discount of _____%	\$
Option Year 3 Unfurnished parts used in all RCMP installations and removals		Contractor's list price less discount of _____%	\$
SUBTOTAL FOR UNFURNISHED PARTS (D)			\$



JOCKEY SERVICE (E)			
	QUANTITY	UNIT PRICE PER VEHICLE (ROUND TRIP)	EXTENDED PRICE (QUANTITY x UNIT PRICE)
Year 1 Drop off and pick up vehicles at locations in H Division RCMP Headquarters and surrounding area.	150	\$	\$
Year 1 Vehicle delivery to secure compound in HRM, NS area	150	\$	\$
Option Year 1 Drop off and pick up vehicles at locations in H Division RCMP Headquarters and surrounding area.	150	\$	\$
Option Year 1 Vehicle delivery to secure compound in HRM, NS area	150	\$	\$
Option Year 2 Drop off and pick up vehicles at locations in H Division RCMP Headquarters and surrounding area.	150	\$	\$
Option Year 2 Vehicle delivery to secure compound in HRM, NS area	150	\$	\$
Option Year 3 Drop off and pick up vehicles at locations in H Division RCMP Headquarters and surrounding area.	150	\$	\$
Option Year 3 Vehicle delivery to secure compound in HRM, NS area	150	\$	\$
SUBTOTAL FOR JOCKEY SERVICE (E)			\$



VEHICLE STORAGE (F)			
	QUANTITY	UNIT PRICE PER VEHICLE PER MONTH	EXTENDED PRICE (QUANTITY x UNIT PRICE)
Year 1 If the requirement is 15 days or less, pro-rated at a per diem rate for that month.	50	\$	\$
Option Year 1 If the requirement is 15 days or less, pro-rated at a per diem rate for that month.	50	\$	\$
Option Year 2 If the requirement is 15 days or less, pro-rated at a per diem rate for that month.	50	\$	\$
Option Year 3 If the requirement is 15 days or less, pro-rated at a per diem rate for that month.	50	\$	\$
SUBTOTAL FOR VEHICLE STORAGE (F)			\$

TOTAL EVALUATED PRICE (A) + (B) + (C) + (D) + (E) + (F) (taxes not included)	\$
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ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL) AND SECURITY GUIDE

Attached as a separate document.



ANNEX D - INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- 1.1. 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.
- 1.2. 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 the Royal Canadian Mounted Police.
 - 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 endeavour 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. 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.



2. Comprehensive Crime Insurance

- 2.1 The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
- a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$50,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
 - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$50,000.00;
- 2.2. The Comprehensive Crime insurance must include the following:
- a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct

3. Automobile Liability Insurance

- 3.1. The Contractor must obtain Automobile 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.
- 3.2. The policy must include the following:
- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - f. OPCF/QEF/SEF #4b - Permission to Carry Radioactive Material Endorsement
 - g. OPCF/QEF/SEF #4a - Permission to Carry Explosives
 - h. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire
 - i. OPCF/SEF/QEF #6b - School Bus Endorsement
 - j. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
 - k. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
 - i. 8 to 12 Passengers: \$5,000,000
 - ii. 13 or more Passengers: \$8,000,000
 - l. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27
 - m. OPCF/SEF/NBEF #44 or #44R - Family Protection Endorsement - Private Passenger Vehicles.



4. Garage Automobile Liability Insurance

- 4.1. The Contractor must obtain Garage Automobile 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.
- 4.2. The Garage Automobile Liability policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Legal Liability for damage to a Customer's Automobile while in the care, custody or control of the insured including Collision or Upset and Comprehensive Damage (including open lot theft).
 - c. 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. 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.

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ANNEX E - STANDING OFFER REPORTING

Offerors must fulfill all reporting requirements in the Standing Offer (SO). Offerors must report on a quarterly basis on the call-up. Such reports must contain the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number
- v. the call-up/contract number for each call-up/contract, including amendments;
- vi. the client department (RCMP);
- vii. the contracting authority;
- viii. the date of the call-up/contract;
- ix. the call-up/contract period;
- x. the services provided (dollar value of services provided up to the date of current report excluding HST);
- xi. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.



ANNEX F - 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.



ANNEX G - MANDATORY TECHNICAL EVALUATION CRITERIA

The following mandatory requirements must be met in order for the Offeror to be given any further consideration. Failure to meet any of the mandatory requirements as stated below will result in your offer being declared non-compliant.

REQUIRED AT BID CLOSING DATE AND TIME: All correspondence requested below under Experience (as applicable) must be submitted with the offer in order to be considered.			
Experience			
Mandatory Criteria	Met/ Not Met	Please Cross Reference to Specific pages in your proposal [Completed by Offeror]	
M1			
<p>The Offeror must provide detailed resumes and copies of any applicable professional certification* for all proposed resources to demonstrate that each proposed resource performing the installation and removal of electronic equipment is either a certified technician or has significant experience** with the installation of automotive electronic accessories***.</p> <p>*Professional certification refers to completion of an automotive technology program or completion of the Mobile Electronics Certified Professional program accredited in Canada.</p> <p>**Significant experience refers to the depth and breadth of experience normally associated with the full-time performance of duties for a period of 2 years.</p> <p>***Automotive electronic accessories refers to mobile communication equipment, stereos, electronic vehicle security equipment or computer-controlled equipment.</p>			
M2			
<p>The Offeror must provide proof* that they have been an established and in operation business for a minimum of 2 years.</p> <p>*Proof can be demonstrated through an on-line company profile, or letter from board of</p>			



	directors/owner, or joint stock registry or other suitable means		
M3	<p>The Offeror must demonstrate, by providing detailed project descriptions, that they have experience installing lighting and communication equipment in commercial vehicles for 3 separate clients during the past 2 years.</p> <p>Project Descriptions should include:</p> <ul style="list-style-type: none"> • Start and end dates of the work • Brief description of the scope and complexity of the work • Name and contact information for the client (email, phone number, address) <p>References may be verified; see M9.</p>		
REQUIRED BEFORE ISSUANCE OF A STANDING OFFER:			
Organization			
Mandatory Criteria		Met/ Not Met	Please Cross Reference to Specific pages in your proposal [Completed by Offeror]
M4	<p>The Offeror must provide an organizational chart showing the names and titles of the manager and all employees who will be working on the installation of equipment for RCMP vehicles.</p> <p>The RCMP reserves the right to request this organizational chart after the bid closing date, if the chart is not provided with the offer.</p>		
Offeror Facility			
Mandatory Criteria		Met/ Not Met	Please Cross Reference to Specific pages in your proposal [Completed by Offeror]
M5	The Offeror must demonstrate that the proposed facility is located within a 20-kilometer radius of the Halifax Regional		



	Municipality (HRM), NS by providing a Google maps image.		
M6	<p>The Offeror must demonstrate, by providing photos and detailed descriptions, that the proposed facility includes a secure storage compound that has the capacity to store 50 – 150 vehicles at any one time.</p> <p>Note: Indoor secure storage is acceptable. If the proposed secure storage is outdoor, the storage area surface may be gravel or pavement. However, the surface must be in such a condition as to ensure no damage to RCMP owned vehicles.</p>		
M7	<p>The Offeror must demonstrate, by providing photos and detailed descriptions, that the proposed facility includes the following security features:</p> <ol style="list-style-type: none"> 1. An eight-gauge chain link fence, not less than 8 feet high with the bottom of the fence not more than 2 inches from the ground and the top secured by an angled one-foot extension for extra security. 2. Sufficient lighting to illuminate vehicles contained therein. <p>The RCMP reserves the right to inspect the storage facility before issuance of Standing Offer.</p>		
Personnel			
Mandatory Criteria		Met/ Not Met	Please Cross Reference to Specific pages in your proposal [Completed by Offeror]
M8	The Offeror must provide a clean driver abstract for all personnel who will operate RCMP vehicles.		



M9	Reference Checks <ol style="list-style-type: none">1. For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Offerors on the same day using the email address provided in the offer. Canada will not award any points and/or an Offeror will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.2. On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.3. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.		
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	<p>4. Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.</p>		
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ANNEX I - BID SUBMISSION CHECKLIST

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

Ensure the following pages are completed in full and attached to the bid submission:

- Front Page of Request for Standing Offer - signed and dated.
- Technical Bid and all documents required as indicated in Annex G - Mandatory Technical Evaluation Criteria
- Financial Bid (Annex B – Basis of Payment (Pricing Table(s)))
- Certifications:
 - Annex F - Former Public Servant Certification
 - Attachment 1 to Part 5 - Certificate of Independent Bid Determination

The following documents can be submitted with the bid; or submitted after, upon request from the Contracting Authority:

- Annex H - List of Names for Integrity Verification Form

Note: Ensure all the costs of doing business are included in the bid price.