

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

Bid Receiving/Réception des soumissions

ATTN: Zena Besner  
Email: [Zena.Besner@rcmp-grc.gc.ca](mailto:Zena.Besner@rcmp-grc.gc.ca)

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

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 Son 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 DOES NOT CONTAIN  
A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE  
COMPORTE PAS UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Mailroom Delivery Truck		<b>Date</b> June 29, 2023
<b>Solicitation No. – N° de l'invitation</b> 202305753		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00pm	EST (Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	August 8, 2023	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> <a href="mailto:Zena.Besner@rcmp-grc.gc.ca">Zena.Besner@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 343-576-3013	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Statement of Requirement

The requirement is detailed in Annex A – Requirement that forms part of the request for proposal and resulting contract.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

Delete: 60 days

Insert: **90** days

#### 2.1.1 SACC Manual Clauses

[B3000T](#) (2006-06-16) Equivalent Products

### 2.2 Submission of Bids

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

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

Bids transmitted by facsimile to RCMP will not be accepted.

#### 2.2.1 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions



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that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority **at least ten (10) calendar days before the bid closing date**. Canada will have the right to accept or reject any or all suggestions.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority **no later than ten (10) calendar days before** the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

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

### **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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



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

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



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

#### **Important Note:**

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

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

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

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

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





**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.1 Exchange Rate Fluctuation**

C3010T (2014-11-27), Exchange Rate Fluctuation Risk Mitigation

**Section III: Certifications**

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



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

In the technical bid, bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Any proposal which fails to meet the mandatory requirement will be deemed non-responsive and will not be given further consideration.

The technical bid should consist of the following:

- (a) Completed and signed page 1 of the RFP;
- (b) A completed Annex "A" Statement of Requirement – Mailroom Delivery Truck Requirement, and brochures or other document(s), (e.g. data sheets, web site information, etc.) for each equivalent item to substantiate compliance to Mandatory Technical Criteria.
- (c) A completed Annex "C" Evaluation Grid – Mailroom Delivery Truck Mandatory Specification to indicate the reference page of your Technical Bid where the information can be found in brochures or other documents.
- (d) Production Schedule of work to be done in-house and what will be sub-contracted.
- (e) Minimum of 5 references on similar vehicle builds which they have completed within the last 5 years.

#### **4.1.2 Financial Evaluation**

Bidders must submit their financial bid in accordance with Annex B – Basis of Payment. The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Deliver Duty Paid (DDP) Destination (as identified in Annex A) Incoterms 2010, transportation costs and unloading at destination included, Canadian customs duties and excise taxes included.



#### **4.2 Basis of Selection**

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



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

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

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

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

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

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

#### **5.1.1 Integrity Provisions**

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

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

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

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

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



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

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

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

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



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**Attachment 1 to PART 5**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

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

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

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

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

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



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- b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)



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## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Requirement**

The Contractor must deliver the vehicle and related items in accordance with Annex "A" – Requirement.

#### **6.2.1 Optional Goods**

The Contractor grants to Canada the irrevocable option to acquire one (1) additional Mailroom Delivery Truck that will be provided under the same terms and conditions and at the price(s) in the resulting contract.

The Contractor must deliver the vehicle and related items in accordance with Annex "A" – Requirement.

The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a single contract amendment. The option may be exercised within 12 months of contract award respectively.

### **6.3 Standard Clauses and Conditions**

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

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

#### **6.3.1 General Conditions**

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





### 6.3.2 Supplemental General Conditions

4009 (2022-12-01), Professional Services – Medium Complexity, apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Delivery Date

#### 6.4.1.1 Firm Quantity

Preferred delivery of the Mailroom Delivery Truck is requested on or before March 31, 2024 or the best delivery that can be offered is as follows: \_\_\_\_\_.

#### 6.4.1.2 Option Quantity

Up to one (1) Mailroom Delivery Truck and related items to be delivered within \_\_\_\_\_  
(to be inserted at contract award) calendar days after an option is exercised.

### 6.4.5 Delivery Points

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Zena Besner  
Title: Procurement Officer  
Organization: Royal Canadian Mounted Police  
Address: 73 Leikin Drive, Mailstop 1, Ottawa, Ontario K1A 0R2

Telephone: (343) 576-3013  
E-mail address: [Zena.Besner@rcmp-grc.gc.ca](mailto:Zena.Besner@rcmp-grc.gc.ca)

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



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

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: Royal Canadian Mounted Police  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

For further details, please reference Annex B.



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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" Basis of Payment for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Firm unit prices in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2010, including Canadian Custom Duties and Excise Taxes included where applicable, and applicable Taxes are extra. The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

#### **6.7.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17) Limitation of Price

#### **6.7.3 Method of Payment – Multiple Payments**

Canada will pay the Contractor upon completion and delivery of the Work 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.

#### **6.7.4 SACC Manual Clauses**

C3015C (2017-08-17), Exchange rate fluctuation adjustment

### **6.8 Invoicing Instructions**

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.

Invoices must be distributed as follows:

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

E-mail address: \_\_\_\_\_ (*to be inserted at contract award*)

2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract



## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*to be inserted at contract award*).

## 6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the supplemental general conditions [4009](#) (2022-12-01), Professional Services – Medium Complexity;
- c. the general conditions [2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity);
- d. Annex A, Statement of Requirement – Mailroom Delivery Truck;
- e. Annex B, Basis of Payment;
- f. the Contractor's bid dated \_\_\_\_\_.

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution

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



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### 6.12.2 Contract Administration

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

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

### 6.13 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirements

### 6.14 SACC Manual Clauses

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

[B1501C](#), (2018-06-21), Electrical Equipment

[A9049C](#), (2011-05-16), Vehicle Safety

### 6.15 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.16 Preparation for Delivery

The vehicle/equipment must be serviced, adjusted and delivered in condition for immediate use. The interior and exterior must be cleaned before leaving the factory and being released to Royal Canadian Mounted Police personnel at the final delivery location.

Any attempt by the carrier to deliver vehicles will be refused unless arrangements have been made for authorized, qualified personnel to be available to perform inspections and to accept the delivery. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.



### **6.17 Shipping Instructions**

The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (as detailed at Annex "A"- Pricing) Incoterms 2010. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes.

Where applicable, suppliers are encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.

### **6.18 Post-Contract Award Meeting and or Pre-Production Meeting**

Within ten (10) working days of the receipt of the contract, the Contractor must contact the Project Authority to determine the details of a pre-production meeting. The meeting will be held at the Contractor's plant \_\_\_\_\_ (*Bidder to specify location*). Cost of holding such pre-production meeting must be included in the price of the bid. Please note that the travel and living expenses for Government Personnel will be arranged and paid for by Canada. The Crown reserves the right to carry out the Post-Contract Award Meeting and or Pre-Production Meeting via teleconference.

### **6.19 Packaging**

The methods used for preservation and packaging must be in conformity with the contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.

### **6.20 Material**

Material supplied must be new, unused and of current production by manufacturer (2024 model-year or newer).



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## ANNEX A - STATEMENT OF REQUIREMENT

### Mailroom Delivery Truck

#### 1.0 Overview

The RCMP has a requirement to replace the current mail delivery truck and another aging cube van in the Ottawa Carpool which are at the end of its life cycle. The vehicles will be used mainly in an urban setting with tight areas to navigate. Some out of town deliveries occur at times. The vehicles must operate in all weather conditions ranging from +35C to -35C on dry and snow-covered roads common to the Ottawa area. The vehicles must remain within 24,000lbs in order to be operated by a driver with a class G Ontario driver's license. It must not exceed a net mass (weight) of 4,500 kg excluding cargo as per the province of Quebec so it may be operated by a class 5 license holder.

#### 2.0 Deliverables

##### **Delivery Point and Delivery Destination – Item 001 - Firm Quantity of two (2) Mailroom Delivery Trucks:**

The delivery of the vehicles must be made to the following address:

RCMP Post Garage (TPOF)  
1426 St-Joseph Blvd. Door 4  
Ottawa. On. K1A 0R2

Delivery contact: \_\_\_\_\_ (to be inserted by RCMP at time of contract award)

##### **Delivery Point and Delivery Destination – Item 002 – Optional Quantity of one (1) Mailroom Delivery Truck:**

The delivery of the vehicle must be made to the following address:

Delivery Address: TBD

Delivery contact: \_\_\_\_\_ (to be inserted by RCMP at time of contract amendment)




**Mandatory Vehicle Specification  
Cut Away – 2 Passenger, Model Year 2024 or later  
GVWR 12,300 lbs.**

<b>Manufacturer Model:</b>		
<b>Mandatory Requirements</b>		
1.	Engine	8 Cylinder Gas 6.6L minimum
2.	Transmission	Automatic, 6 speed heavy duty with overdrive
3.	Wheels	16 x 6.5
4.	Tires	225/75R16E minimum
5.	Brakes	4 Wheel Hydraulic Disk with Anti-lock Braking System (ABS)
6.	Front Suspension	Independent coil springs
7.	Rear Axle/Suspension	Full Floating, Heavy Duty Locking / Multi Leaf springs
8.	Wheelbase	177 inches minimum
9.	GVWR	12,300 lbs minimum
10.	GAWR – Front	4,300 lbs minimum
11.	GAWR – Rear	8,600 lbs minimum
12.	Fuel Tank	31 gal minimum
13.	Cab Features	Air Conditioning
		Tilt Steering Column
		Cruise Control
		Power Windows
		Power Door Locks with Keyless Entry
		Heated Mirrors
		Driver and Passenger Bucket Seat
		AM/FM Radio with Bluetooth
14.	Keys	4 keys total with remotes/fobs
15.	Block Heater	Block Heater must be installed if not provided by Original Equipment Manufacturer (OEM)





**Mandatory Up-fit Specification  
NHQ Cube Van Body Mail Truck – Mandatory Requirement**

<b>Mandatory Requirement</b>	
Interior Box Dimensions	Length: 16' minimum
	Width: 96" minimum
	Height: 79" minimum
<b>Cube Van Body Construction</b>	
1.	Aluminum Sheet and Post Design
2.	Aluminum under structure must consist of 3" structural cross members on 16" centers. Must be mounted to vehicle frame using rubber protected U-bolts and 3/8" rubber frame rail spacers or equivalent.
3.	Aluminum side wall posts must be on 24" centers minimum. centers.
4.	Exterior aluminum sheeting must be .040" minimum.
5.	Extruded aluminum radius front corners and roof rail must be used with a 12" aluminum top radius.
6.	Rear frame corners must be of stainless steel for added strength, minimum 12 gauge.
7.	Full aluminum roof with aluminum roof bows on 24" centers minimum.
8.	Floor must be 1-1/8" minimum laminated hardwood over an aluminum belly pan.
9.	All hardware must be stainless steel.
10.	Rear door must be a heavy duty aluminum roll up type. Opening 86 1/4" wide x 73" high minimum.
11.	Interior side walls must be lined with 3/8" plywood.
12.	14" scuff plates must be placed at the bottom of interior walls.
13.	Interior box lighting must be LED, minimum of 2 ceiling fixtures.
14.	Cab and box area must be separated with a heavy-duty partition wit no sliding door. Must be air tight from on area to the other.
15.	1 row of E-Track or equivalent must be installed on the inner side walls in the box at 48" from the floor. Two logistics straps of 16' with E fittings must be included.
16.	A Maxon TE-20L or equivalent aluminum 40" X 80" platform under mount hydraulic liftgate rated at 2,000 lbs must be installed at the rear of the vehicle. 
17.	A back up alarm must be installed at the rear of the vehicle if not provided by the OEM.
18.	A back up camera must be installed at the upper rear of the truck body with a monitor placed in the cab.



19.	All exterior lighting must be LED and meet CMVSS (Canadian Motor Vehicle Safety Standards) regulations.
20.	Underside of box must be fully undercoated.
21.	Cab and truck box must be white, truck frame black.
<b>Warranties</b>	
22.	The cab and chassis will carry the standard applicable OEM warranty.
23.	The body/box must have a minimum 5-year warranty against manufacturing defects including parts and labor.

**NOTE:**

Coatings such as Eck Corrosion Coating must be used at all points where dissimilar metals may be in contact to eliminate galvanic reaction including hinges, handles, fasteners and hardware.

Wherever actual brand or model names are referenced, equipment of equal or superior manufacture will be considered. The exception being where locks and entry door hardware must meet RCMP approved standards where applicable.

Dimensions noted in the written specification can be considered as approximate and can be adjusted slightly to accommodate the manufacturing requirements on agreement of the RCMP and the Contractor. RCMP drawings/photos are supplied to illustrate the concept of the intended vehicle only.



**ANNEX B - BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Goods must be consigned and delivered to the destination specified in the contract:

Incoterms 2010 - DDP - Delivered Duty Paid.

**Item 001 – FIRM**

Item	Description	Unit Price	Unit of Issue	Quantity	Extended Price (A)
1	Mailroom Delivery Truck	\$_____	Each	2	\$_____

**Item 002 - OPTION 1 - Within 12 months of Contract Award**

Item	Description	Unit Price	Unit of Issue	Quantity	Extended Price (B)
2	Mailroom Delivery Truck (deliverable anywhere in Canada)	\$_____	Each	1	\$_____

<b>Total Evaluated Price (A + B)</b>	\$ _____
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**ANNEX C – EVALUATION GRID**  
**Mandatory Vehicle Specification**  
**Cut Away – 2 Passenger, Model Year 2024 or later**  
**GVWR 12,300 lbs.**

Bidders must indicate compliance with all details of the specification by completing the below form. Bidders must check off the appropriate column under Compliance and provide documentation to support their bid. Reference to the bid must be indicated in the Supporting Documentation Column. If an alternative method of construction is suggested, a detailed explanation must be provided in order to be considered in the evaluation process.

Bidder's Name: \_\_\_\_\_

Proposed Make/Model: \_\_\_\_\_

<b>Manufacturer Model:</b>			<b>Indicate Compliance</b>		<b>Supporting documentation or statement of compliance (please indicate the reference page of your Technical Bid where the information can be found)</b>
<b>Mandatory Requirements</b>					
1.	Engine	8 Cylinder Gas 6.6L minimum			
2.	Transmission	Automatic, 6 speed heavy duty with overdrive			
3.	Wheels	16 x 6.5			
4.	Tires	225/75R16E minimum			
5.	Brakes	4 Wheel Hydraulic Disk with ABS			
6.	Front Suspension	Independent coil springs			
7.	Rear Axle/Suspension	Full Floating, Heavy Duty Locking / Multi Leaf springs			
8.	Wheelbase	177 inches minimum			
9.	GVWR	12,300 lbs minimum			
10.	GAWR – Front	4,300 lbs minimum			
11.	GAWR – Rear	8,600 lbs minimum			
12.	Fuel Tank	31 gal minimum			
13.	Cab Features	Air Conditioning			




		Tilt Steering Column			
		Cruise Control			
		Power Windows			
		Power Door Locks with Keyless Entry			
		Heated Mirrors			
		Driver and Passenger Bucket Seat			
		AM/FM Radio with Bluetooth			
14.	Keys	4 keys total with remotes/fobs			
15.	Block Heater	Block Heater must be installed if not provided by OEM			



**Mandatory Up-fit Specification  
NHQ Cube Van Body Mail Truck – Mandatory Requirement**

<b>Mandatory Requirement</b>		<b>Indicate Compliance</b>		<b>Supporting documentation or statement of compliance (please indicate the reference page of your Technical Bid where the information can be found)</b>
<b>Interior Box Dimensions</b>	Length: 16' minimum			
	Width: 96" minimum			
	Height: 79" minimum			
<b>Cube Van Body Construction</b>				
1.	Aluminum Sheet and Post Design			
2.	Aluminum under structure must consist of 3" structural cross members on 16" centers. Must be mounted to vehicle frame using rubber protected U-bolts and 3/8" rubber frame rail spacers or equivalent.			
3.	Aluminum side wall posts must be on 24" centers minimum. centers.			
4.	Exterior aluminum sheeting must be .040" minimum.			
5.	Extruded aluminum radius front corners and roof rail must be used with a 12" aluminum top radius.			
6.	Rear frame corners must be of stainless steel for added strength, minimum 12 gauge.			
7.	Full aluminum roof with aluminum roof bows on 24" centers minimum.			
8.	Floor must be 1-1/8" minimum laminated hardwood over an aluminum belly pan.			
9.	All hardware must be stainless steel.			
10.	Rear door must be a heavy duty aluminum roll up type. Opening 86 1/4" wide x 73" high minimum.			
11.	Interior side walls must be lined with 3/8" plywood.			
12.	14" scuff plates must be placed at the bottom of interior walls.			
13.	Interior box lighting must be LED, minimum of 2 ceiling fixtures.			
14.	Cab and box area must be separated with a heavy-duty partition wit no sliding door. Must be air tight from on area to the other.			
15.	1 row of E-Track or equivalent must be installed on the inner side walls in the box at 48" from the			



	floor. Two logistics straps of 16' with E fittings must be included.			
16.	A Maxon TE-20L or equivalent aluminum 40" X 80" platform under mount hydraulic liftgate rated at 2,000 lbs must be installed at the rear of the vehicle. 			
17.	A back up alarm must be installed at the rear of the vehicle if not provided by the OEM.			
18.	A back up camera must be installed at the upper rear of the truck body with a monitor placed in the cab.			
19.	All exterior lighting must be LED and meet CMVSS (Canadian Motor Vehicle Safety Standards) regulations.			
20.	Underside of box must be fully undercoated.			
21.	Cab and truck box must be white, truck frame black.			
<b>Warranties</b>				
22.	The cab and chassis will carry the standard applicable OEM warranty.			
23.	The body/box must have a minimum 5-year warranty against manufacturing defects including parts and labor.			



**ANNEX "D"**

**Integrity Provisions Form**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder/Offeror/Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable<sup>1</sup>)  Applicable  Not Applicable  
If applicable, please complete and submit the [Integrity Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>).
- Documentation Required (see below)

By submitting a bid/offer/proposal, the Bidder/Offeror/Supplier certifies that:

- It has read and understands the Ineligibility and Suspension Policy;
- It understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- It is aware that Canada may request additional information, certifications, and validations from the supplier or a third party for purposes of making a determination of ineligibility or suspension;
- It has provided with its bid/offer/proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- None of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first-tier subcontractors; and
- It is not aware of a determination of ineligibility or suspension issued by Public Services and Procurement Canada (PSPC) that applies to it.

**Documentation Required:**

1. **Legal Name:** \_\_\_\_\_

2. **Business Entity:**  
(select one)

Individual (person)	<input type="checkbox"/>
Corporate (company ie. incorporated, limited, etc.)	<input type="checkbox"/>
Joint Venture (2 or more parties in a business arrangement)	<input type="checkbox"/>
Other (ie. society, commission or partnership)	<input type="checkbox"/>

3. **List of Names** (members of the board of directors, private owners, or sole proprietors, as outlined in section 17 of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17): <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17>):  
Please insert names below (add/remove lines as required).

- a)
- b)
- c)
- d)
- e)
- f)

**The Bidder certifies that the information submitted in response to the above requirement is accurate and complete.**

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>

<sup>1</sup> An Integrity Declaration Form must be submitted **only** when:

- A. the supplier, one of its affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the [Ineligibility and Suspension Policy](#) (the "Policy"); and/or
- B. the supplier is unable to provide any of the certifications required by the [Integrity Clauses](#).