



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

Bid Receiving  
Royal Canadian Mounted Police  
Procurement and Contracting Services

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

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

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

**REQUEST FOR  
PROPOSAL**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to 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.

**DEMANDE DE  
PROPOSITION**

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

<b>Title – Sujet</b> Fire Alarm and Sensor Monitoring, F Division (Saskatchewan) Facilities		<b>Date</b> April 12, 2024
<b>Solicitation No. – N° de l’invitation</b>		M5000-23-00507/C
<b>Client Reference No. - No. De Référence du Client</b>		202300507
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At / à :</b>	2:00 p.m. / 14h00	MDT (Mountain Daylight Time) HAR (Heure Avancée des Rocheuses)
<b>On / le :</b>	May 7, 2024	
<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> Shawn Balaski, <a href="mailto:shawn.m.balaski@rcmp-grc.gc.ca">shawn.m.balaski@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 780-670-8592	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



This bid solicitation cancels and supersedes previous bid solicitation number M5000-2300507/B dated March 14, 2024 with a closing of April 8, 2024 at 2:00 pm Mountain Daylight Time (MDT). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

**Important Notice to Bidders:**

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

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

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

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



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Appendix A - "Cost Estimate Form for Extra Work"

Appendix B – F Division Alarm & Sensor Monitoring Location Listing.xlsx



## **PART 1 - GENERAL INFORMATION**

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

### **1.1 Security Requirements**

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

### **1.2 Statement of Work**

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

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

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

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

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



#### **1.4 Debriefings**

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

#### **1.5 Recourse Mechanisms**

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

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

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



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 180 days

### **2.2 Submission of Bids**

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

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

Bids transmitted by facsimile to RCMP will not be accepted.

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

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



## 2.4 Applicable Laws

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

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

## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

## 2.6 Volumetric Data

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





## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

#### **Important Note:**

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

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the RCMP Bid Receiving Unit's email inbox (the date & time on the email received by the RCMP Bid Receiving Unit 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](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements.

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

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

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

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

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



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

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

The Technical Evaluation criterion are included in Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

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



**Attachment 1 to Part 4 – Mandatory Technical Criteria**

**1. MANDATORY EVALUATION CRITERIA**

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

	<b>MANDATORY EVALUATION CRITERIA</b>	<b>SUBSTANTIATION</b>  Please Cross Reference to Specific pages in your proposal <b>[Completed by Bidder]</b>	<b>ASSESSMENT</b>  MET/ NOT MET  <b>[Completed by RCMP Evaluator]</b>
<b>M1</b>	<p>The Bidder must demonstrate, by providing project information, that they have a minimum of sixty (60) months of experience in the last ten (10) years in performing fire alarm system inspections and re-certifications.</p> <p>Project Information must include:</p> <ul style="list-style-type: none"> <li>• Client name</li> <li>• Start and end dates of the work</li> </ul>		
<b>M2</b>	<p>The Bidder must demonstrate, by providing legible copies of Canadian Fire Alarm Association (CFAA) registration / accreditation or equivalent, that they have a minimum of two (2) technicians to perform the inspection, testing and certification of the fire alarm systems.</p>		
<b>M3</b>	<p>The Bidder must demonstrate, by providing proof that they are a ULC listed monitoring agency.</p>		



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

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

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

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

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

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

#### **5.1.1 Integrity Provisions**

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

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

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

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

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

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



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

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

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

#### **5.1.3.2 Former Public Servant – See Attachment 2 to Part 5**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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



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

---

(Printed Name and Signature of Authorized Agent of Bidder)

---

(Position Title)

---

(Date)





## Attachment 2 to PART 5

### FORMER PUBLIC SERVANT CERTIFICATION

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

#### Definitions

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

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

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

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

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

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).



### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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



**ATTACHMENT 3 TO PART 5**

**SET-ASIDE PROGRAM FOR INDIGENOUS BUSINESS – CERTIFICATION**

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

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

**1.2** The Bidder:

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

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

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

**OR**

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

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

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

**OR**

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

**1.5** The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

**1.6** By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

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

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

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

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

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

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

\_\_\_\_\_  
**Date**



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

- 6.1.1** The following security requirements (SRCL at Annex “C” and related clauses) apply and form part of the Contract.

All Contractor personnel working on-site must hold a valid “**Facility Level 2 Access – Escort required**” issued by RCMP Departmental Security. The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site.

Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.

The Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Copy of Government issued, signature bearing photo Identification (Front and Back)

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

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

#### 6.3.1 General Conditions

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

#### 6.3.2 Supplemental General Conditions

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

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



**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The period of the Contract is for 2 years from date of Contract to \_\_\_\_\_ inclusive (dates to be inserted at award).

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

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

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

**6.5.2 Project Authority (The Project Authority will be identified at Contract Award)**

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

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



**6.5.3 Contractor's Representative**

(The Contractor's Representative will be identified at Contract Award)

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

Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

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

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

**6.7 Payment**

**6.7.1 Basis of Payment**

**6.7.1.1 – Basis of Payment – Monthly Monitoring - Firm Monthly Price**

For the Work described in Sections 5.1 to 5.5 of the Statement of Work in Annex A :

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

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

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

For the Work described in Section 5.7 of the Statement of Work at Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

**6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or



- b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.7.3 Method of Payment – Monthly Payment**

SACC *Manual* clause [H1008C](#) (2008-05-12) Monthly Payment

### **6.7.4 SACC Manual Clauses**

[C0705C](#) (2010-01-11) Discretionary Audit

## **6.8 Invoicing Instructions**

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.

Each invoice must have the contract number and the building number for each location monitored during that month.

2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. 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.

### **6.9.2 Indigenous Business Certification**

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in Annex 9.4 of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.



3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

## 6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the supplemental general conditions **4013** (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- c. the general conditions **2010C** (2022-12-01), General Conditions – Services (Medium Complexity);
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Attachment 3 to Part 5, Set-Aside Program for Indigenous Business – Certification (if applicable);
- h. the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 6.12. Procurement Ombudsman

### 6.12.1 Dispute Resolution

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

### 6.12.2 Contract Administration

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

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





### 6.13 Insurance – Specific Requirements

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

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

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

### 6.14 SACC Manual Clauses

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

### 6.15 Environmental Considerations

Where applicable, the contractor is encouraged to:

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
- Shipping Requirements:
  - Minimize packaging
  - Include recycled content in packaging;
  - Re-use packaging;
  - Include a provision for a take-back program for packaging;
  - Reduce/eliminate toxics in packaging.



## **6.16 Replacement of Specific Resources**

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



## ANNEX A - STATEMENT OF WORK

### 1. TITLE

24-HOUR FIRE ALARM PANEL AND SENORS MONITORING SERVICES

### 2. BACKGROUND

The Royal Canadian Mounted Police (RCMP) has a requirement for fire alarm panel and water, temperature sensor monitoring twenty-four (24) hours per day, seven (7) days per week, three-hundred and sixty-five (365) days per year at numerous facilities within the Province of Saskatchewan.

### 3. ACRONYMS

CA	Contracting Authority
CSA	Canadian Standards Association
NBC	National Building Code of Canada
NFC	National Fire Code of Canada
PA	Project Authority
RCMP	Royal Canadian Mounted Police
SOW	Statement of Work
ULC	Underwriters Laboratories of Canada

### 4. APPLICABLE DOCUMENTS & REFERENCES

AD1:	Description of Existing Monitoring Services
AD2:	<a href="#">DSC Neo HSMHOST4 Spec Sheet</a>
AD3:	<a href="#">DSC-Antenna-Extension-Kit-Instructions</a>
AD4:	<a href="#">DSC-PG9905 Temperature Detector Spec</a>
AD5:	<a href="#">DSC-PG9985 Water Detector Spec</a>
AD6:	17065 E-1 ULC Monitoring Detail
RE1:	<a href="#">CAN/ULC S537-2019-REV-1</a>
RE2:	<a href="#">CAN/ULC S561-22</a>

### 5. TASKS

#### 5.1 RE-VERIFICATION AND CERTIFICATION OF THE FIRE ALARM EQUIPMENT

**5.1.1** The Contractor must retain the services of the fire alarm system manufacturer's authorized factory representative to verify and certify fire alarm system operation after installation of monitoring equipment. The manufacturer's authorized factory representative must:

**5.1.1.1** Re-verification of fire alarm system components modified under the terms of this contract;

**5.1.1.2** The Contractor must provide the authorized manufacturer representative with sufficient personnel during system identification;

**5.1.1.3** The manufacturer's authorized representative must provide the Contractor with technical assistance to correct deficiencies identified during the verification;

**5.1.1.4** The Contractor must complete the verification and comply with all conditions and documentation requirements.



## **5.2 24-HOUR FIRE ALARM PANEL AND SENSOR MONITORING SERVICES**

The Contractor must provide ULC-listed monitoring services, including cellular lines for the duration of the contract, to monitor the fire alarm panel and sensors on a 24-hour basis as per [CAN/ULC S561-22](#), commencing on the day each location deemed substantially complete.

## **5.3 TROUBLE-SHOOTING SERVICES**

The Contractor must provide troubleshooting services to the client:

**5.3.1** Provide 1 to 3-hour telephone response to trouble calls; and

**5.3.2** Provide 24 to 48-hour in-person response to trouble calls when trouble call cannot be resolved over the telephone, and if required, must liaise with communication service provider to resolve.

## **5.4 INSTALLATION (where no monitoring equipment currently exists/new sites)**

Monitoring system equipment installed must be generically able to monitor and must not be proprietary to allow another company to utilize the monitoring equipment installed under this contract once the terms of the monitoring contract have expired. Detailed description of existing monitoring systems and specifications can be found in AD1-AD6;

**5.4.1** Splices not permitted;

**5.4.2** Ensure that wiring is free of opens, shorts or grounds, before system testing and handing over;

**5.4.3** Identify circuits and other related wiring at central control unit, annunciators and terminal boxes;

**5.4.4** Arrange with cellular service provider for connection to monitoring equipment;

**5.4.5** Provide cellular antennae extension kit in locations where the cellular signal within the building is less than 90dB to provide a minimum of 90dB cellular signal at all installations; and

**5.4.6** Coordinate with Project Authority for monitoring calling list at each site.

## **5.5 FIELD QUALITY CONTROL**

**5.5.1** Perform tests in accordance with Section 26 05 01 - Common Work Results – Electrical, [CAN/ULC S537-2019-REV-1](#) and [CAN/ULC S561-22](#).

## **6. DELIVERABLES**

Inspection Certification: On completion of the verification, and when all of the conditions have been complied with, the Contractor must issue to the Project Authority the following:

**6.1** A Certificate of Verification and copies of the verification worksheet that the fire alarm system has been completed as per [CAN/ULC S537-2019-REV-1](#), and that the system is fully operational;

**6.2** A Certificate of Verification and copies of the verification worksheet that the installation and testing of the fire alarm monitoring panel completed as per [CAN/ULC S561-22](#) and that the unit is functional;

**6.3** A certificate/documentation indicating that the fire alarm monitoring panel is communicating with and monitored by a ULC listed monitoring agency.



**7. DATE OF DELIVERY**

<b>Deliverable</b>	<b>Delivery date</b>
<b>6.1</b>	Within 14 days of ULC verification and all compliance with all conditions.
<b>6.2</b>	Within 14 days of ULC verification and all compliance with all conditions.
<b>6.3</b>	Within 14 days of ULC verification and all compliance with all conditions.

**8. LANGUAGE OF WORK**

The language of all work and deliverables must be in English.

**9. LOCATION OF WORK**

The work must be performed at various Royal Canadian Mounted Police (RCMP) locations as specified in APPENDIX B.

Regular working building hours are from 08:00 – 16:00 (time & day may vary by location), Monday to Friday.

**10. TRAVEL**

Travel from the Contractor's location to the various RCMP locations is the responsibility of the contractor.

**11. MEETINGS**

The Contractor must attend an RCMP led start-up meeting with 15 days of contract award.



## AD1 - DESCRIPTION OF EXISTING MONITORING SYSTEMS

### 1. MATERIALS

1.1 Equipment and devices: ULC listed, labelled, and supplied by single manufacturer.

### 2. SYSTEM OPERATION: SINGLE STAGE – SIGNALS ONLY WHERE APPLICABLE

2.1 Actuation of any alarm-initiating device to:

2.1.1. Transmit signal to ULC monitoring facility via fire alarm monitoring panel; and

2.2 Trouble or supervisory condition on system to:

2.2.1. Indicate circuit in trouble at central control unit.

### 3. SYSTEM OPERATION: TWO STAGE - SIGNALS ONLY WHERE APPLICABLE

3.1 Actuation of any alarm-initiating device on first stage to:

3.1.1. Transmit signal to ULC monitoring agency via fire alarm monitoring panel; and

3.2 Trouble or supervisory condition on system to:

3.2.1. Transmit signal to ULC monitoring facility via fire alarm monitoring panel.

### 4. ULC FIRE ALARM MONITORING PANEL

- Labeled to meet [CAN/ULC S561-22](#);
- Eight (8) supervised input zones;
- Integral cellular telephone module and antennae suitable for this application;
- Door tamper switch and alarm connection;
- Integral power supply;
- Programming keypad with LCD display and numeric/function keys; and
- Passive communications protocol with one telephone line (by RCMP) and one cellular communicator (by Contractor).

### 5. SPECIFICATIONS - APPLICABLE DOCUMENTS

Reference documents showing the existing equipment in place and typical installation schematic attached separately:

#### 5.1 EXISTING EQUIPMENT:

AD2: [DSC\\_Neo\\_HSMHOST4\\_Spec\\_Sheet](#)

AD3: [DSC-Antenna-Extension-Kit-Instructions](#)

AD4: [DSC-PG9905 Temperature Detector Spec](#)

AD5: [DSC-PG9985 Water Detector Spec](#)

#### 5.2 EXISTING INSTALLATION DETAIL:

AD6: 17065 E-1 ULC MONITORING DETAIL (Showing typical existing installation)



**ANNEX B - BASIS OF PAYMENT**

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

**FOR EVALUATION PURPOSES ONLY (to be removed at contract award)**

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

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

- Prices are firm AND are in Canadian Dollars
- Prices must include the complete cost of performing the work (this includes, but is not limited to, labour, supervision, material, transportation, equipment, overhead, profit and all related costs.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

**The total evaluated price: Sum of 3 + 7 (taxes not included)**

**PART 1 - FIRE ALARM PANEL AND SENSORS 24-HOUR MONITORING SERVICE FEES:**

The Contractor must arrange with cellular service provider for connection to monitoring equipment and pay start-up and monthly charges for cellular service for the term of the contract. RCMP will provide landline.

All costs involved in inspections, both for the manufacturer and the Contractor's work must be included with the Contractor's total tender price.

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

Provide 24/7 monthly monitoring of fire alarm monitoring panels including sensors at each facility, listed in Appendix 1 as per Annex A.

**Table 1.1 – Initial Two (2) Year Contract Period**

Years	Fire Alarm Monitoring Panel including Sensors 24/7 Monitoring Service Fees (Initial Term)	Monthly Rate (A)	Term (B)	Extended Price A x B = C
1 & 2	Date of Contract Award for a period of two (2) years inclusive	\$ _____/month	24 months	\$ _____
EXTENDED PRICE SUB-TOTAL Table 1.1:				\$ _____ (1)



**Table 1.2 – Three (3) - One (1) Year Option Periods**

Years	Fire Alarm Monitoring Panel including Sensors Monthly 24/7 Monitoring Service Fees (Option Periods)	Monthly Rate (A)	Term (B)	Extended Price A x B = C
3	First one (1) year option period	\$ _____/month	12 months	\$ _____
4	Second one (1) year option period	\$ _____/month	12 months	\$ _____
5	Third one (1) year option period	\$ _____/month	12 months	\$ _____
EXTENDED PRICE SUB-TOTAL Table 1.2:				\$ _____ (2)

**Table 1.3 – Monthly 24/7 Monitoring Service Fees**

PART 1 - Fire Alarm Monitoring Panel including Sensors Monthly 24/7 Monitoring Service Fees	Total Price
<b>TOTAL PRICE Table 1.1 &amp; Table 1.2 = (1) + (2):</b>	<b>\$ _____ (3)</b>

**PART 2 – EXTRA WORK - AS AND WHEN REQUESTED:**

- When “As and When” work is required during the contract period, the contractor must obtain approval from the Project Authority prior to conducting any extra work.
- "Extra Work" will be conducted on an as and when requested basis.
- \*Estimated quantity of hours per year for extra work is for evaluation purposes only.
- \*\*Estimated expenditure for material is for evaluation purposes only.
- When “As and When” work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Site Authority prior to conducting any extra work.
- Submit a Firm All-inclusive Hourly Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

**Table 2.1 – Initial Two (2) Year Contract Period**

Years	Extra Work – As & When Requested Hourly Rate (a)	*Estimated Hours (b)	Extended Price (a) x (b)
1 & 2	\$ _____/ hour	20	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.1:			\$ _____ (4)





**Table 2.2 – One (1) Year Option Periods**

Years	Extra Work – As & When Requested Hourly Rate (a)	*Estimated Hours (b)	Extended Price (a) x (b)
3	\$ _____ / hour	10	\$ _____
4	\$ _____ / hour	10	\$ _____
5	\$ _____ / hour	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.2:			\$ _____ (5)

**Table 2.3 – Materials**

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

- i) **MARK-UP** is defined as the difference between the vendor's laid down cost for a product or service and the resale price to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.
- ii) **LAID-DOWN COST** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage, but excludes GST/HST taxes.

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

Materials	Mark-up (a)	**Estimated Expenditure (b)	Mark-up Amount (a) x (b) = (c)	Extended Price (b) + (c)
Initial two (2) year contract period	_____ %	\$ 20,000	\$ _____	
First one (1) year option period	_____ %	\$ 10,000	\$ _____	
Second one (1) year option period	_____ %	\$ 10,000	\$ _____	
Third one (1) year option period	_____ %	\$ 10,000	\$ _____	
EXTENDED PRICE SUB-TOTAL Table 2.3:			\$ _____ (6)	

**Table 2.4 – Extra Work - As and When Requested**

PART 2 - Extra Work - As and When Requested	Total Price
<b>TOTAL PRICE</b> Table 2.1 to Table 2.3 = (4) + (5) + (6):	\$ _____ (7)



<b>TOTAL ASSESSED PROPOSAL PRICE:</b>		<b>SUM OF CONTRACTOR'S PRICING:</b>
1	<b>PART 1: Total Price (3)</b> Monthly 24/7 Monitoring Service Fees	\$ _____ (3)
2	<b>PART 2: Total Price (7)</b> Extra Work As and When Requested	\$ _____ (7)
<b>Total Assessed Proposal Price: Table 1.3 + Table 2.4 = (3) + (7):</b>		<b>\$ _____ (8)</b>



**ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE**

*(Attached at the end of the document for informational purposes only)*



## **ANNEX "D" - INSURANCE REQUIREMENT**

### **COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS**

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



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

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

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

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

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

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



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

*(Attached at the end of the document)*



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

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

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

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

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

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

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

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

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



Appendix B – F Division Alarm & Sensor Monitoring Location Listing.xlsx

*(Attached at the end of the document)*