

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> AUDIO VISUAL EQUIPMENT	
<b>Solicitation No. - N° de l'invitation</b> EH713-131969/B	<b>Date</b> 2013-03-07
<b>Client Reference No. - N° de référence du client</b> 20131969	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-442-62363	
<b>File No. - N° de dossier</b> hn442.EH713-131969	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hamel, Jean-Yves	<b>Buyer Id - Id de l'acheteur</b> hn442
<b>Telephone No. - N° de téléphone</b> (819) 956-8278 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
6B1, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>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 EH713-131969/A dated 2013-01-31 with a closing of 2013-03-14 at 02:00 PM EST. Significant changes have occurred in the requirement before a contract was awarded.**

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The contractor must provide the goods and/or services in accordance with the technical requirements and in the quantities stated herein at ANNEX A - Statement of Work.

#### **2.1 Delivery Requirement**

Delivery is requested to be completed by 30 June 2013.

### **3. Debriefings**

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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 (2012-11-19) 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:** sixty (60) days

**Insert:** ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2007-11-30

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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### 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 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.

### 5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications of the Statement of Requirement 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 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 seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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## 6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a site visit will be held on 15 March 2013 at 10:00 AM in the Victoria Hall at 111, promenade Sussex, Ottawa, Ontario, Canada. Bidders must communicate with the Contracting Authority no later than three (3) calendar days before the scheduled visit to confirm attendance and provide the names of the attendee(s) who will attend. Bidders must attend the mandatory site visit in order to bid on this solicitation process. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation. Late arrivals will not be accepted once the meeting has commenced.

**The use of cameras or other video recording devices is prohibited.**

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

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (Two (2) hard copies)

Section II: Financial Bid (One (1) hard copy)

Section III: Certifications and Additional Information (One (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices should appear in the financial bid only. No prices should 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 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) 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
- 2) 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.

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**Section I: Technical Bid (Two (2) hard copies)**

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

**1.1 Equivalent Products**

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
  - (a) designates the brand name, model and/or part number of the substitute product;
  - (b) states that the substitute product is fully interchangeable with the item specified;
  - (c) provides complete specifications and descriptive literature for each substitute product;
  - (d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
  - (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

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**Section II: Financial Bid (One (1) hard copy)**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

**1.2 Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

**Section III: Certifications and Additional Information (One (1) hard copy)**

**1.3 Certifications**

Bidders must submit the certifications required under Part 5.

**1.4 Additional Information**

**1.4.1 Delivery Offered**

While delivery and installation is requested as indicated above, the best delivery and installation that could be offered is \_\_\_\_\_.

**1.4.2 Contractor Representatives**

Name and telephone number of the person responsible for :

**General enquiries**

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

**Delivery follow-up**

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

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

### **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.

### **Evaluation Criteria**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The following Mandatory factors will be taken into consideration in the evaluation of each bid:

Technical compliance (description of the items from ANNEX A - Statement of Work herein).

#### **1.2 Mandatory Financial Evaluation**

##### **1.2.1 Pricing Basis**

The bidder must quote firm unit and lot prices in Canadian dollars, DDP Delivered Duty Paid (destination), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **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 on an aggregate basis (less items 9, 10 and 11) will be recommended for award of a contract.

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

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Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification Form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **2.1 Federal Contractors Program - Certification**

#### **Federal Contractors Program - over \$25,000 and below \$200,000**

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a)  is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b)  is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c)  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d)  has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The contractor must provide the goods and/or services in accordance with the technical requirements and in the quantities stated herein at ANNEX A - Statement of Work.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

#### 2.2 Optional Goods and/or Services (Items 009, 010 and 011)

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at ANNEX B - Pricing of the Contract under the same conditions and at the prices stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, in whole or in part, through a contract amendment.

The Contracting Authority may exercise the option within twelve (12) months after contract award by sending a written notice to the Contractor.

### 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>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2012-07-16), General Conditions - Goods (Medium Complexity), and sections 05, 06, 16, 20 and 28 of 2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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#### **4. Term of Contract**

##### **4.1 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Jean-Yves Hamel**  
**Supply Officer**  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5  
Telephone : (819) 956-8278  
Facsimile : (819) 953-4944  
E-mail : JeanYves.Hamel@pwgsc-tpsgc.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.

##### **5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: will be inserted at contract  
Title: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

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The Technical Authority named above 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 Technical Authority, however the Technical 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.

### **5.3 Contractor's Representative**

Name and telephone number of the person responsible for:

#### **General Enquiries**

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

#### **Delivery Follow-up**

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in the contract. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

### **6.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### 6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### 6.4 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12

### 7. 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.

2. Invoices must be distributed as follows:

- (a) one (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.

Department of Public Works and Government Services  
Government Conference Center  
2 Rideau Street  
Ottawa, ON  
K1A 0S5  
Attention: will be inserted at contract

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

Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: Jean-Yves Hamel

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in will be inserted at contract.

## 10. 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) 2010A (2012-11-19) General Conditions - Goods (Medium Complexity);
- (c) 2010C (2012-11-19) General Conditions - Services (Medium Complexity);
- (d) ANNEX A - Statement of Work;
- (e) ANNEX B - Pricing;
- (f) the Contractor's bid dated will be inserted at contract

## 11. SACC Manual Clauses

SACC Reference	Section	Date
A9039C	Salvage	2008-05-12
A9068C	Government Site Regulations	2010-01-11
B5007C	Procedures for Design Change or Additional Work	2010-01-11

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## 12. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30

### 12.1 Shipping Instructions - Delivery at Destination

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

Delivered Duty Paid (DDP) (Ottawa, Ontario) Incoterms 2000 for shipments from a commercial contractor.

### 12.2 Shipping - Scheduling

The contractor must deliver and install the goods to Ottawa, Ontario at the address below:

Department of Public Works and Government Services  
John G. Diefenbaker Building  
111 Sussex Drive  
Ottawa, Ontario  
K1N 5A1  
Phone: will be inserted at contract

## 13. Inspection and Acceptance

The Technical 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 ANNEX A - 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.

**ANNEX A**

**Statement of Work (SOW)**

**For**

**Projection System**

**Victoria Hall**

**111 Sussex Drive,  
Ottawa, Ontario**

***Events and Conference  
Management***

*Last revision: March 06th, 2013  
Revision 5.0*

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## ***SECTION 1 - Introduction***

### ***1.1 Objective***

This requirement is for the supply and installation of a fully operational Video Presentation System in the Victoria Hall at 111 Sussex Drive in Ottawa, Ontario, Canada.

### ***1.2 Definition of Terms***

Within this SoW, the following definitions shall apply:

1. The term "ECM" is used to indicate Event and Conference Management or authorized representatives.
2. The term "Bidder" is used to identify the supplier providing a bid submission to the Request for Proposal (RFP).
3. The term "Contractor" is used to indicate the successful compliant Bidder.
4. The term "Install" or "Installation" is used to indicate the responsibility to ship or deliver an item to the job site, receiving the item at the job site, storing the item, unpacking or uncrating the item, physically securing the item or otherwise making ready the item for its intended use by following the instructions and approved methods of the manufacturer and those contained herein.
5. The term "Installation Materials" is used to reference installed cable, loose cable, terminations, cable management, voice/data/video patch cords, adapters, I/O panels, cable dressing, lacing bars, copper bus bars, labels, rack shelves, rack mounts, power strips/distribution and other materials as needed to install the systems defined herein.

### ***1.3 Scope of Work***

The Contractor must provide a complete, turnkey Projection System performing all of the functions as described herein, together with all other apparatus, cable, material, design and installation labor, software, cable labels, tools, transportation, and any other resources necessary to provide a complete system.

## **SECTION 2 - General Conditions**

### **2.1 Location**

The Contractor must provide installation services on site at 111 Sussex Drive in Ottawa, Ontario, Canada.

### **2.2 Tools**

1. The Contractor must provide all tools, equipment and testing devices to implement all aspects of the installation.
2. The Contractor must provide all ladders, lifting devices and scaffolding as required to install equipment.

### **2.3 Hours of Work**

1. Hours of work are from 7:30 am to 4:30 pm, Monday through Friday.
2. Hammer drilling must be done between 19:00 and 7:00.
3. Hours of work may be adjusted upon agreement by all parties.

### **2.4 Security**

1. The Contractor must be responsible for security of all personal items as well as supplied equipment and materials until installed into final locations, and accepted by the Technical Authority.

### **2.5 Project Management**

1. The Contractor must:
  - a. Provide weekly progress reports (verbal) and immediately update the Technical Authority with any issues that require a decision to facilitate the installation. To be followed up immediately by an email from the contractor.
  - b. Communicate information critical to the completion of a task or the project immediately to the Technical Authority, as issues arise. To be followed up immediately by an email from the contractor.
  - c. Transmit non-crucial information to the Technical Authority within 24 hours.
  - d. Supply a clean set of drawings and cable run lists to make all modifications when required. The Technical Authority will authorize all modifications in writing.

### **2.6 Workmanship**

1. All equipment must be installed to present no safety hazards to the public, to operating personnel, to equipment or to other trades.
2. The Contractor must fasten any loose equipment to rack shelves when applicable. The Contractor must confirm mounting methods and locations with the Technical Authority prior to installation.
3. Cable bundles that are meant to be moved or to be exposed to view must be covered with black polyester expandable braided sleeving of proper diameter.
4. Heat shrinks must be used on multi-conductor cables, as required.

5. If required, the Contractor shall use pulling lubricant on cables in conduit as per manufacturer's specification to reduce friction between cables and conduit. ECM will provide pull strings in all conduits.

## **2.7 Documentation**

Upon completion of the work, the Contractor condense all infrastructure drawings, signal flow drawings, equipment manuals and Shop Drawings into a single "As Built" document set. Any markings or deviations, which cannot be made clear on drawings, shall be accompanied by attached documentation, photos, or written addenda. The contractor will provide (Quantity) two (2) hard and two (2) soft copy Operations Manuals in both English and French for each item provided under this contract unless the manufacturer of the equipment does not provide it; the operation manual created by supplier must be bilingual. All documentation material provided (hard and soft copy) must be created using MS Office except were AutoCAD is applicable.

Each "As-Built" document set must be comprised at a minimum of:

- a. A listing of each supplied item with manufacturer, model number and serial number.
- b. English and French Operator's manuals for each piece of equipment supplied by the Contractor.
- c. A complete set of as-built drawings.

### **2.7.1 Software Documentation**

Where custom software is developed as part of this project, the system source code and any associated files, reference files, and development software (and related documentation and licenses) used to compile, develop, and build, etc. the executable code or "source code" must be provided to the Technical Authority. The source code should be well documented in accordance with industry software engineering practices.

## **2.8 Marking and Labelling**

1. All operating controls, switches, jacks and plugs must be permanently marked in a clear logical manner utilizing engraved or screened letters, or lamacoid label strips. Original style Dymo or similar label strips or hand printed labels are not acceptable.
2. All equipment must be labeled as per drawings, so that every patch point can be immediately associated with a specific piece of equipment.
3. All custom connector panels must be engraved and filled or silk screened to indicate the function of each connector. Alternatively, laser engraving, die cut overlays or a combination of both may be used. The style or "look" must be uniform throughout the entire facility.
4. The Contractor must individually and permanently mark all audio, video, data and control system cables, at both ends. All cables must be marked as documented on functional drawings.
5. The Contractor must provide self-adhesive, clear elasticized cable labels, overlapping with black characters on white surface.

6. The cable number must appear at least twice once the label is wrapped around the cable.
7. Label font must be Arial size 10. The writing shall be machine made using Panduit 65H5723 Laminating Cable ID Markers labels or equivalent.
8. The labels must be installed no more than 4 inches from the termination, with its least significant digit nearest to the connector. .

## **2.9 Fasteners**

1. The Contractor must ensure all exposed screws, such as rack and panel mounting hardware, are of stainless steel or nickel plate. Standard Zinc plating is unacceptable. The fasteners shall be of Philips, Robertson or Hex (Allen) head fasteners only.
2. The Contractor must provide all screws, bolts and necessary hardware to mount the provided devices and brackets to structural wood or steel.

## **2.10 Testing**

1. The Contractor shall test all cables and termination hardware for defects and installation and shall verify cable performance under installed condition. Any failures must be corrected and the Technical Authority shall be notified.
2. The Contractor shall confirm in writing that all new cables perform properly.

## **2.11 System Acceptance**

Upon successful completion of final tests, the Contractor must notify the Technical Authority that the system is complete. The Technical Authority will within five (5) days generate a "Deficiency List" of omissions, adjustments, corrections and the like and respond in writing to the Contractor. Once the Contractor and the Technical Authority agreed that all items on the "Deficiency List" have been rectified, the system will be considered operational.

## **2.12 End User Training**

The Contractor must provide four (4) hours of on-site training in English for ten (10) ECM staff at a time that is mutually agreeable for ECM and Contractor.

### **Section 3 - System Performance Description**

The goal of the installation is to project 2 images of different format and resolution on a 300" X 150" screen. The screen will be mounted on the pillars at the south end of the room. Horizontal and vertical motorized masking will be needed to adapt the screen to different size format. The projected image resolution must be identical or higher than the source resolution.

ECM requires this system to perform the following:

- 1 Project two 4:3 aspect ratio image side-by-side of 150" X 112.5" at a minimum projected resolution of 1024 X 768 for bilingual presentations
- 2 Project two 16:9 aspect ratio image side-by-side of 150" X 85" at a minimum projected resolution of 1280 X 720 for bilingual presentations.
- 3 Project two 16:10 aspect ratio image side-by-side of 150" X 85" at a minimum projected resolution of 1280 X 800 for bilingual presentations.
- 4 Project 1 image at the center of the screen at a size of:
  - 200" X 150" at a minimum projected resolution of 1600 X 1200 for 4:3 aspect ratio.
  - 267" X 150" at a minimum projected resolution of 1920 X 1080 for 16:9 aspect ratio.
  - 240" X 150" at a minimum projected resolution of 1920 X 1200 for 16:10 aspect ratio.

The Contractor must mount the projector on the bulkhead at about 70' from the screen and about 20' above the finish floor. Because of the interpreter booth location, the projectors must be mounted side-by-side and right in front of the two (2) existing pillars.

The Contractor supplied projectors must be connected to and must be compatible with an existing Vista URS 1608 matrix switcher and a Vaddio productionVIEW HD-SDI console.

Four (4) signals, one (1) HSDI/3G, one (1) DVI-D dual link, one (1) RGBHV and one (1) control will be sent to each projector. A 3<sup>rd</sup> projector (Hitachi CP-WX11000) located at the east side of the new screen must be connected to the system in the same manner. The contractor must supply and install one (1) Crestron DM-TX-201-C Transmitter and one (1) Crestron DM-RMC-1000-C Receiver. ECM would prefer the same cabling going to this projector as to the two (2) new projectors installed.

The Control software for each projectors and screen must be provided and install by the Contractor. Located at the technician location, the control software must be installed on the existing laptop and must run simultaneously with the other existing control software, which are Bosch DCN, Yamaha Studio Manager, Polycom HDX 8000 web interface and VISTA URS1608. Manual switches for the screen masking can be mounted on the existing equipment rack.

**For security and reliability purposes, all signal transmission must be hard wired.**

### **3.1 - Variable Vertical and Horizontal Motorised Masking Projection Screen (With true image size of 150"X300") Qty: 1**

#### **Features and requirements:**

The flexible front projection screen must have a true image size of 150 inches height by 300 inches wide (2.0:1) with an even gain of 1 from 0 to 180 degrees (full lambertian diffuser). Ambient light front reflectance values must be no more than 0.085% in a controlled lighting environment. The flexible front projection screen must have edge blending properties, a seamless surface and sound perforations. The screen casing and curtains must match the colour of the room.

#### **Four Way Masking:**

The electronically controlled horizontal and vertical masking panels must provide masking from a full mask to a full viewing surface. The fastening system must securely attach to the screen. The Contractor must supply all the required wall mount brackets.

#### **Specification**

- True image size of 150"X300"
- Matte-white, unity gain reference screen
- Electronically controlled horizontal and vertical masking
- 1.0 Gain on projection screen
- Half Gain full lambertian diffuser
- Minimum throw distance of 0.7 X image width
- 85% ambient front reflection value
- Edge Blending properties
- MicroPerf X2 or CinemaPerf sound perforations (Or Equivalent)
- Seamless projection material

### 3.2 – BARCO RLM-W12 Projector (Or equivalent) Qty: 2

#### Features and requirements:

Due to the limited lighting control of this room, the 3-chip DLP digital projectors must have a minimum of 10500 Ansi lumens each, a minimum native resolution of 1920 X 1200 (WUXGA) and a contrast ratio of 1600:1(CE). Their noise level must be no higher than 43db (A). They must have at least two (2) HDMI, one (1) HSDI/3G, one (1) VGA, one (1) RGBHV (RGBS, component, RGB, YUV) one (1) RG45 and one (1) DB9 RS232 built in. I/O Cards are not acceptable. The optical horizontal lens shift must at a minimum be +/- 30% and be horizontal and vertical edge blending capable. The projectors must take any resolution from NTSC to UXGA (1600X1200) including HDTV (1920 X 1200).

The Contractor must supply the appropriate lens as per our needs; professionally design for large-scale projection. Lamp(s) replacement must be done without removing the projectors from the ceiling. NOTE – The Contractor must provide two spare lamps per projector.

The Contractor must supply the required ceiling mount brackets/stack frame as per the projector manufacturer recommendations.

#### Equivalent projector must meet or exceed the following Minimum Specifications:

<b>Projector type</b>	WUXGA 3-chip DLP digital projector
<b>Resolution</b>	1920x1200
<b>Brightness</b>	11,500 center lumens - 10,500 ANSI lumens
<b>Contrast ratio</b>	1,600:1 (standard) - 2,400:1 (CE)
<b>Brightness uniformity</b>	90%
<b>Aspect Ratio</b>	16:10
<b>ScenergiX</b>	Horizontal and vertical edge blending
<b>Lenses</b>	Motorized on zoom, focus and shift
<b>Optical lens shift</b>	Vertical: 0% to +110% Horizontal: -30% to +30% on zoom lenses
<b>Lamp lifetime</b>	1,000 hours
<b>Sealed DLP™ core</b>	Standard
<b>Orientation</b>	Ceiling
<b>Inputs</b>	2 x HDMI (HDCP 1,3); 5-BNC (RGBHV, RGBS/RGBsB;YUV); VGA (RGBHV, RGBS/RGBsB; YUV); cinch (RGBs, YUV); Composite video; S-Video; HSDI/3G HSDSI/SDI 3D dual link DVI; 3D sync in/out BNC
<b>Input Resolutions</b>	From NTSC up to UXGA (1600x1200), including HDTV (1920x1200)
<b>Maximum pixel clock</b>	165 MHz
<b>Network connection</b>	10/100 base-T, RJ-45 connection
<b>Noise level</b>	43dB(A)

### 3.3 – Cabling

#### 3.3.1 General

1. The Contractor must provide all bulk cables and connectors.

#### 3.3.2 Material

<i>Item</i>	<i>Manufacturer/Model</i>	<i>Qty</i>	<i>Notes</i>
HDMI cables	Extron HDMI Pro Series (Or equivalent)	As required	Digital signal between rack and Projector
RG-6, 75ohms, FT-4, HD-SDI	Belden 1694A, (Or equivalent)	As required	For HD-SDI 3G from rack to Projector
CAT5e shielded twisted pair, FT4, 24AWG	Crestron DM-CBL-8G-NP (Or equivalent)	As required	For LAN and/or Video transmission if required
DVI cables	Extron DVID DL Pro Series (Or equivalent)	As required	Digital video signal between rack to Projector
RGBHV cable	Extron MHR-5 (Or equivalent)	As required	Analog video signal between rack and projector

#### 3.3.3 Installation

1. Cables exiting/entering the equipment rack from the Victoria Hall and connecting to the projectors must be bundled and contained within expandable nylon sleeves. A three to six (3'-6') foot service loop must be provided in the cable bundles so that the racks can be moved for servicing.
2. The Contractor must provide all cable installation materials, including Teflon tubing, heat shrink, cable ties, expandable nylon sleeving, etc.
3. Reusable cable ties must not be used for any permanent installation.
4. All cable ties must be black.

### 3.4 Connectors

#### 3.4.1 General

The Contractor must provide all connectors, with pins and shells as applicable, and include all required adaptors (such as BNC to RCA, etc.)

**ANNEX B - Pricing**

**Item 1 (Variable Vertical and Horizontal Motorised Masking Projection Screen) Qty: 1**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 2 (3-chip DLP digital projector) Qty: 2**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 3 (HDMI cables) Qty: As required**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 4 (RG-6, 75ohms, FT-4, HD-SDI) Qty: As required**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 5 (CAT5e shielded twisted pair, FT4, 24AWG) Qty: As required**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 6 (DVI cables)**

**Qty: As required**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 7 (RGBHV cable)**

**Qty: As required**

P/N Proposed: \_\_\_\_\_

Manufacturer Proposed: \_\_\_\_\_

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 8 (End User Training)**

**Qty: 1**

Four (4) hours of on-site training in English for ten (10) ECM staff.

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 9 (Extended Warranty - 12 Months)**

**Option Quantity**

**Qty: 1**

In addition to the initial 12 month warranty.

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 10 (Extended Warranty - 12 Months)**

**Option Quantity**

**Qty: 1**

In addition to the Item 009.

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 11 (Extended Warranty - 12 Months)**

**Option Quantity**

**Qty: 1**

In addition to the Item 010.

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 12 (Crestron DM-TX-201C Transmitter (for 3rd projector))**

**Qty: 1**

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 13**      **(Crestron DM-RMC-1000-C Receiver (for 3rd projector))**      **Qty: 1**

Firm unit price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 14**      **(Misc Hardware and Extenders)**      **Qty: As required**

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).

**Item 15**      **(Labour)**      **Qty: 1**

Firm lot price of \$ \_\_\_\_\_ Delivered Duty Paid at Ottawa, Ontario (GST/HST excluded).