

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

Title - Sujet ACCESS CONTROL SYSTEM CONTRACT	
Solicitation No. - N° de l'invitation W8474-136416/A	Date 2013-08-22
Client Reference No. - N° de référence du client W8474-136416	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-333-63359	
File No. - N° de dossier hn333.W8474-136416	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-02	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Chow, Mejuine	Buyer Id - Id de l'acheteur hn333
Telephone No. - N° de téléphone (819) 956-6283 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"

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Solicitation No. - N° de l'invitation

W8474-136416/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn333W8474-136416

Buyer ID - Id de l'acheteur

hn333

CCC No./N° CCC - FMS No/ N° VME

W8474-136416

LIST OF ANNEXES:

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Statement of Work

The Department of National Defence has a requirement for maintenance services and installation and removal of components, on the current Integrated Access Control System found in twenty-four (24) buildings located within the National Capital Region (NCR). These goods and services are in accordance with the technical requirements stated in the Annexes.

The maintenance services on the current system includes scheduled hardware maintenance, unscheduled repair services and up to ten (10) hours of emergency services as detailed in the technical requirement (Annex A).

The tasked authorized installation and removal of components and additional emergency service hours are as-and-when-required services, and only applicable to the current Access Control System located in the buildings identified in Annex D. If components are not available in stock, spare components will also be ordered through task authorization, up to the maximum allowable cost indicated in the Resulting Contract.

The contract will be for a period of one (1) year with the irrevocable right to exercise up to four (4) additional one-year option periods.

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.

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 (2013-06-01) 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.

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.

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 (3 hard copies and 1 soft copy)
- Section II: Financial Bid (1 hard copy and 1 soft copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (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 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 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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.

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 described at Annex A to D.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Pricing. The total amount of Applicable Taxes must be shown separately.

1.1 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

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information**1.2 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: _____

1.3 Service Response Time

It may be necessary for repairs and service calls to be performed on site. You are requested to provide response time and location of nearest office/depot providing staff for this work. Response time is in accordance to the priority level (Annex A) and not to exceed seventy-two (72) hours. The contact person is as follows:

Response Time: _____
 Name: _____
 Telephone No.: _____
 Facsimile No.: _____
 Email Address: _____

1.4 Emergency Services/Repairs

If requested by the Department of National Defence, the Contractor will be required to provide on-site emergency service/repairs during the contract period. These services/repairs are either not covered under the warranty provision of the General Conditions 2030 or exceed the hours included in the yearly fees. The emergency crew will be paid as indicated herein. The response time may not exceed four (4) hours. The contact person is as follows:

Name: _____
 Telephone No.: _____
 Facsimile No.: _____
 Email Address _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

You are reminded that this solicitation requires the compliance and completion of requirements attached as an Annex and forming part of this document.

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 Mandatory Technical Evaluation Criteria

The following Mandatory requirements must be submitted with the bid for evaluation:

- Security Clearance as specified herein;
- Technical compliance (from Annex A herein);
- AMAG's Authorization letter showing bidder as a certified supplier;
- Symmetry Software Certification.

1.2 Mandatory Financial Evaluation - Pricing Basis

Prices must be submitted for all items listed in Annex E - Basis of Pricing.

Pricing must be in Canadian dollars, DDP Delivered Duty Paid (destination), Applicable taxes extra, as applicable. Freight charges to destination and all applicable custom duties and excise taxes must be included, as applicable.

i) Yearly Maintenance Service - Table 1.0

Bidders must quote all-inclusive firm yearly rates, for all locations and option years. As defined in Annex A, yearly rates includes regular hardware maintenance, unscheduled repair services, and up to ten (10) emergency service hours.

ii) Additional Services - Table 2.0

"Additional emergency service hours" mentioned in this solicitation refer to priority level 1 services required after the ten (10) hours included in the yearly maintenance fee have been exhausted.

Bidders must quote all-inclusive firm hourly rates for both task authorized services and additional emergency service hours provided within normal working hours (7am-5pm).

Bidders must also provide all-inclusive firm hourly rates for additional emergency services provided outside of normal hours (5pm-7am, week-ends and statutory holidays).

All-inclusive rates consist of applicable labour, tooling, travel time, vehicle cost, accommodations, equipment and other applicable cost necessary to carry out the work. A detailed cost breakdown to demonstrate how the amounts are obtained is requested.

iii) Replacement Spare Parts/Components - Table 3.0

Table 3.0 associates the manufacturers to each of the product categories listed in Annex A, 8.3. Bidders must submit a firm percentage discount off manufacturer's suggested retail price (MSRP) list. This percent discount is to remain unchanged throughout the resulting contract period. The MSRP list for recommended spare parts is requested with the bid and can be updated on a yearly basis. The supplier must then provide a copy of the MSRP list to the Contracting Authority, on or before March 1st of each year, for verification and acceptance. Prices will be applicable starting April 1st.

The **Total Evaluated Price** will be calculated as follows:

Part A: Yearly Maintenance Service - Table 1.0

Sum of all the locations average yearly rates (including option years)

Part B: Additional Task Authorized Services - Table 2.0

Sum of i) and ii):

i) Normal Hours : Average hourly rate (including option years) x 200hrs*

ii) Outside Normal Hours: Average hourly rate (including option years) x 200hrs*

Part C: Additional Emergency Services - Table 2.0

Sum of i) and ii):

- i) Normal Hours : Average hourly rate (including option years) x 20hrs*
- ii) Outside Normal Hours: Average hourly rate (including option years) x 20hrs*.

* These hours are for evaluation purposes only.

Total Evaluated Price equals: Answer (Part A) + Answer (Part B) + Answer (Part C)

NOTE:

The Evaluated Price is for evaluation purposes only.

The percentage discount off the MSRP list will form the Basis of Payment in the resulting contract.

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 will be recommended for award of a contract.

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Canada will not delay the award of any contract to allow bidders to obtain the required clearance.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex G.
 - b) Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must provide the Department of National Defence (DND) with maintenance services and installation and removal of components, on the current Integrated Access Control System found in twenty-four (24) buildings located within the National Capital Region (NCR). These goods and services are in accordance with the technical requirements stated in the Annexes.

The maintenance services on the current system includes scheduled hardware maintenance, unscheduled repair services and up to ten (10) hours of emergency services as detailed in the technical requirement (Annex A).

The tasked authorized installation and removal of components and additional emergency service hours are as-and-when-required services, and only applicable to the current Access Control System located in the buildings identified in Annex D. If components are not available in stock, spare components will also

be ordered through task authorization, up to the maximum allowable cost indicated in the Contract.

The contract will be for a period of one (1) year with the irrevocable right to exercise up to four (4) additional one-year option periods.

2.1 SACC Manual Clauses

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

2.2 Task Authorization

A portion of the work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (DND 626). The work described in the DND 626 must be in accordance with the scope of the Contract.

2.2.1 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by _____ (*inserted at contract award*). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2.2.2 Task Authorization Process

1. The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (DND 626) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The DND 626 will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a DND 626 authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a DND 626 has been received will be done at the Contractor's own risk.

2.2.3 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$40,000. Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Procurement Authority and Contracting Authority before issuance.

2.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

2.2.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed in Annex F. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (iv) the start and completion date for each authorized task; and
- (v) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized task authorizations; and

- (ii) the total amount, exclusive of Applicable Taxes, expended to date against all authorized task authorizations.

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

2030 (2013-06-27), General Conditions - High Complexity - Goods, apply to and form part of the Contract.

3.2 SACC Manual Clauses

SACC Reference	Section	Date
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2011-05-16

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (one year after contract award).

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 four (4) additional one-year periods under the same conditions, for either selected or all locations. 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mejuine Chow

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) 956-6283 Facsimile: (819) 953-4944
 E-mail address: mejuine.chow@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 Procurement Authority

The Procurement Authority for the Contract is:

Name: will be inserted at contract
 Title: will be inserted at contract
 Telephone: (xxx) xxx-xxxx
 Facsimile: (xxx) xxx-xxxx
 E-mail: will be inserted at contract

The Procurement 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 Procurement Authority, however the Procurement 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 Technical Authority

The Technical Authority for the Contract is:

Name: will be inserted at contract
 Title: will be inserted at contract
 Telephone: (xxx) xxx-xxxx
 Facsimile: (xxx) xxx-xxxx
 E-mail: will be inserted at contract

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.

5.4 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

5.5 Service Response Time

It may be necessary for warranty repairs and service calls to be performed on site. The response time and location of the nearest office/depot providing staff for this work is as follow. Response time is in accordance to the priority level (Annex A) and not to exceed seventy-two (72) hours. The contact person is:

Response Time: _____
 Name: _____
 Telephone No.: _____
 Facsimile No.: _____
 Email Address: _____

5.6 Emergency Services/Repairs

When requested by the Department of National Defence, the Contractor will be required to provide on-site emergency service/repairs during the contract period. These services/repairs are either not covered under the warranty provision of the General Conditions 2030 or exceed the hours included in the yearly fees. The emergency crew will be paid as indicated herein. The response time may not exceed four (4) hours. The contact person is as follows:

Name: _____
 Telephone No.: _____
 Facsimile No.: _____
 Email Address: _____

6. Payment

6.1 Basis of Payment

The Contractor will be paid the firm yearly rates on a quarterly basis in equal amounts, in arrears, for the preventive and remedial maintenance services performed, DDP Destination. Transportation cost, and applicable Customs duties and excise tax are included, and Applicable Taxes are extra.

For the tasked authorized work and the additional emergency service hours described in the Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized

Task Authorization, the Contractor will be paid the firm hourly rates and, the material and replacement parts must be provided at the MSRP, less the firm discount percentage, in accordance with the basis of payment, in Annex E. All prices for parts and material are DDP (destination). Transportation charges to destination and applicable Customs duties and Excise tax are included, while Applicable Taxes are extra.

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.

There will be no travel and living expenses payable since goods will be installed locally.

i) Yearly Maintenance Service

In Table 1.0, yearly rates are firm and all-inclusive. As defined in Annex A, they includes regular hardware maintenance, unscheduled repair services, and up to ten (10) hours of emergency services.

ii) Additional Services

In Table 2.0, hourly rates are all-inclusive and firm for both task authorized services and additional emergency service hours. "*Additional emergency service hours*" mentioned in this contract refer to priority level 1 services required after the ten (10) hours included in the yearly maintenance fee have been exhausted.

All-inclusive rates consist of applicable labour, tooling, travel time, vehicle cost, accommodations, equipment and other applicable cost necessary to carry out the work.

Service provided on weekdays, between 5pm and 7am, on week-ends and on statutory holidays are considered Outside Normal Hours.

iii) Recommended Spare Parts for Repair Services

Table 3.0 consist of percentage discounts off the Manufacturer's suggested retail price (MSRP) lists for each of the product categories listed in Annex A, 8.3. This percent discount will remain unchanged throughout the resulting contract period. The MSRP lists for recommended spare parts can be updated on a yearly basis. The supplier must then provide a copy of the MSRP list to the Contracting Authority, on or before March 1st of each year, for verification and acceptance. Prices will be applicable starting April 1st.

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed \$ _____. Transportation charges to destination, and all applicable Customs duties and excise tax are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12
H1001C	Multiple Payments	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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
 - (b) a copy of any other documents as specified in the Contract;
 - (c) a copy of the invoices, receipts and vouchers for all direct expenses;
 - (d) a copy of progress reports.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON, K1A 0K2
Attention: _____.
 - (b) one (1) copy must be forwarded to the consignee.

8. Certifications

Compliance with the certifications 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 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 _____.

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) 2030 (2013-06-27) General Conditions - High Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex E, Basis of Payment;
- (e) Annex G, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*date of bid*), as clarified / amended on _____ (*if applicable*).

11. Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

12. SACC Manual Clauses

SACC Reference	Section	Date
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C)	2010-08-16

12.1 NATO Commercial and Government Entity Code (NCAGE) Traceability

Material supplied for the items specified in this contract is subject to investigation by Canada. Material which can neither be demonstrated by the contractor as having originated directly from the NCAGE specified for the item in this contract, nor as supplied with the specific written permission of this specified NCAGE, are subject to the following action by Canada.

Canada may either:

- (a) terminate the contract for default with respect to that item, return the item to the Contractor at the Contractor's risk and expense, and demand and receive from the Contractor (who shall forthwith so pay) all procurement and other costs incurred by Canada, including any increased costs required for the purpose of expediting production; or
- (b) retain the item, and demand and receive from the Contractor (who shall forthwith so pay) the difference between the Contractor's costs relating to the item, as determined by Canada, and the costs which, in Canada's opinion, the Contractor would have incurred had it obtained and supplied an item which did not differ in any way from that specifically required under the contract.

12.2 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

13. SACC Manual Clauses (Delivery)

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

13.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) destination - as identified in task authorization, Incoterms 2000 for shipments from a commercial contractor.

13.2 Preparation for Delivery

The Contractor must prepare all items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package all item in quantities of one (1) per package.

13.3 Shipping - Scheduling

The Contractor must deliver and install the goods and services by appointment only. The Contractor or its carrier must arrange appointment by contacting the Technical Authority. The consignee may refuse shipments when prior arrangements have not been made.

ANNEX A

STATEMENT OF WORK

1.0 INTRODUCTION

The Access Control System is used by the Military Police to control physical access to 24 core Department of National Defence (DND) buildings located within the National Capital Region (NCR). The systems are comprised of the Integrated Access Control System (IACS), the Autonomous Access Control System (AACS) which is a higher security level nested within the IACS, and the Stand-alone Security System (SACS).

2.0 DESCRIPTION AND BACKGROUND OF CURRENT SYSTEM

The Integrated Access Control System (IACS) was put in place in 1995 and controls physical access privileges to core Department of National Defence (DND) facilities in the National Capital Region (NCR). The system is currently installed and operational in 24 buildings and will continue to grow as security operations dictate. The buildings communicate through Virtual Private Networks on the IACS. All alarms generated by the IACS report within their own buildings as well as to one central command centre in the NCR.

There are four nested access control systems, whose operations require an elevated level of security, at sites located within the physical perimeter of an IACS building. These sites have no physical connection to the IACS or to each other. DND refers to these as autonomous access control systems (AACS), and they operate the same software and hardware devices as the IACS, but implemented on a smaller scale.

There are two buildings with standalone access control systems that are located outside the physical perimeter of the IACS and have no physical connection to the IACS, any AACS or to each other. DND refers to these as standalone access control systems (SACS), and they also operate the same software as the IACS and AACS, with the same hardware devices and components.

A requirement of maintaining access control on server and wire rooms within the facilities has also emerged over the years, requiring the system to expand and satisfy the needs of more than just the original client.

Proximity technology in the form of a Micro Prox Tag or Prox Card is used in conjunction with a photo pass and personal identification number (PIN) to gain entry to and exit from IACS facilities. This same proximity tag/card is used at the four autonomous sites for employees requiring entry to buildings on the

IACS and buildings and sites on an AACS.

3.0 CURRENT SYSTEM CONFIGURATION

3.1 The following is a brief description of DND's current system configuration:

3.1.1 Current Operations

The access control systems provide control on doors, swing gates, optical portals and turnstiles through proximity readers and electronic door locking devices. All ingress and egress activities of personnel are logged.

Employees, temporary staff, contractors and visitors utilize a PIN in conjunction with their Proximity building pass in order to gain entry. The Military Police have executive privileges so they do not have to pin to gain entry.

Soft and Hard Anti-passback is implemented on the AACS and SACS systems so employees must present their passes on egress as well as ingress.

Anti-passback needs to be reset following a fire, a drill or any other emergency situation, through command in the software.

Ability to unlock all barriers, such as swing gates, turnstiles and optical portals, in the event of a drill or any other emergency situation.

3.1.2 Current Controllers

Some buildings have been upgraded to the AMAG Multinode2 MDU4s
IACS – Pearkes, Louis St Laurent, Coventry, Tunneys, Constitution, Constellation
SACS - one building at Leitrim

All new installations include Multinode2 MDU4s controllers.

The remaining buildings – Labelle and Startup, as well as the SACS and AACS still use AMAG 3400 Multinode controllers. These buildings will be slowly upgraded to the new MDU4s as funding is available.

Both types of controllers communicate with HID Proximity Readers or the HID MultiClass Readers on turnstiles, swing gates and optical portals.

The types of Control Units installed at the above-mentioned facilities are 2-reader, 4-reader and 8-reader door access control units.

3.1.3 Current Wiring

IACS: Chain communication (RS-232) are done over ethernet (LAN Chain), and then converted to serial using a Lantronics MSS100 Device or the NIC3 daughterboard.

Copper wiring is used for the communication between Node 01 to the Lantronics device or to the NIC3 daughterboard.

AACS / SACS: Chain communication (RS-232) is done using a Hard Wired Chain.

Copper wiring is used for the communication between Node 01 and a serial port (COM1) off the AMAG Server.

Communication between nodes (20mA Current Loop) is all done over copper wiring.

Exception: One SACS Site and 1 AACS site is using Fiber - (Fiber to 20mA Current Loop Converters) for COMMS between 2 nodes.

All Readers / Door Strikes, input and output points are connected to the door controllers using copper wiring.

3.1.4 Current Readers

The system utilizes HID Proximity readers or the HID MultiClass Readers in order to read HID MicroProx tags/Prox Cards with a wiegand output. The readers have 12 numeric keys on the pin pad. The proximity tag uses a 35-bit encryption and these tags utilize a "Passive" (non-battery operated) proximity technology. The number is hard coded and must be entered manually.

The optical portals, swing gates, turnstiles used by the Department are manufactured by Burle, Automatic Systems, Boon Edam, and Pathminder.

4.0 OBJECTIVES

The objective of this contract is to supply professional services to support the hardware and software maintenance and repair for the ongoing operations of the Integrated Access Control System.

The objectives of this contract are as follows:

- 1) To provide for the maintenance of the hardware components of the Military Police's Access Control system currently in place.
- 2) To provide for installation and removal of access control systems.
- 3) To provide for repairs of the Access Control System.
- 4) To provide the capability of purchasing additional Access Control System related components on an as-and-when-required basis.

-
- 5) To provide software support, including upgrades and patches for the AMAG Access Control System software Symmetry.

5.0 APPLICABLE DOCUMENTS

The following documents contain additional information that is relevant to this contract and are included here so that the Contractor is cognizant of their existence.

- a) Annex A - Equipment List
- b) Annex B - Manufacturers List
- c) Annex C - List of Locations & Systems

6.0 CONSTRAINTS

The contractor must conform to all applicable building, electrical, health and safety, manufacturer's standards, and other codes and regulations in applications.

7.0 MAINTENANCE

7.1 Hardware Preventative Maintenance

7.1.1 General

The Contractor must furnish all necessary tools, materials, services and labour to execute the work required for the maintenance of the equipment at its original performance level on the terms and conditions contained herein. The contractor must execute such work as per the manufacturer's instructions and specifications.

The contractor shall maintain the Crown's current non-IT hardware that remains in the new access control systems to the same level and standard as all other hardware.

7.1.2 Scope of Work

- a) The contractor shall maintain all non-IT hardware and components, including all housings, accessories, finishing plates, connectors, cable and wiring, turnstiles, swing gates and optical portals, control panels, controllers and any firmware updates.
- b) The Contractor must perform maintenance which consists of inspections, testing, cleaning, calibration, lubrication, adjustment, and preventive maintenance.
- c) The Contractor must perform a complete verification and cleaning of the hardware portion of

-
- the Access Control System carried out annually.
- d) Any defects, which cannot be corrected immediately, must be reported within 24 hours to the Technical Authority by email.
 - e) The contractor must provide a qualified technician to perform all necessary operational testing and verification of all functions within or associated with the system.
 - f) The contractor must be certified in AMAG equipment and Symmetry Software and provide proof of certification prior to contract award.
 - g) The contractor must ensure the qualified technician performs a physical examination of every component to ensure the complete system is in proper working condition.
 - h) Inspections should be carried out as per manufacturer's specifications so as to not void the manufacturer's warranty. The Technical Authority will sign off on maintenance visits and may perform random checks for quality assurance.
 - i) The Contractor must produce a Preventative Maintenance Report in accordance with the prescribed format, to be submitted to the Technical Authority no later than 7 days after each preventative maintenance visit by email or hard copy. The contractor must also retain a copy of each report for the duration of the contract.

All preventative maintenance reports are to include:

- a) date of inspection
- b) time of inspection
- c) building name
- d) location
- e) equipment identification (model)
- f) technician's name and signature
- g) work performed
- h) detailed list of all equipment conditions
- i) new part provided by the company or a part from the DND list of spares

If Applicable:

- j) work outstanding
- k) affected components
- l) potential residual effects

7.1.3 Included in Contract

The contractor shall perform all labour for inspections, testing, cleaning, calibration, lubrication, adjustment, preventive maintenance, and shall perform the replacement of all parts and components requiring replacement during the term of this agreement.

7.1.4 Schedule of Maintenance

The Contractor must provide within 30 days after contract award an electronic copy of the detailed schedule of maintenance to be applied for the term of this contract. This schedule must contain and reflect the requirements of this agreement and manufacturer's recommended maintenance. The schedule must be approved by the Technical Authority.

If any inspections cannot take place on the agreed annual schedule the contractor must provide substantiation to the Technical Authority by email 24 hours in advance of scheduled inspection date.

7.1.5 Work Hours

The contractor must perform all routine maintenance work during the working hours of 07:00 – 17:00 of the regular working days (Monday to Friday).

The contractor shall provide the 12 hours per day, 5 days per week support to the Crown for all non-IT hardware and access control equipment.

Where due to operational requirements, it is not possible to perform preventative maintenance during the above times, work shall be rescheduled for other than normal working hours, this shall be considered as included in the terms and conditions of this agreement.

Alterations to the security systems, which would inadvertently disable the security systems, shall not be carried out during normal working hours except for emergency service or repair.

7.1.6 Inspections

The following description is considered to be minimum requirements and shall not be interpreted to mean satisfactory performance. Inspection shall be carried out once per contract period IAW the following details:

The contractor shall provide a qualified technician to perform all necessary operational testing and verification of all functions within or associated with the system and a physical examination of every component to ensure the complete system is in proper working condition on an annual basis.

The contractor shall check and clean key faces of all keypads/card readers and check and adjust door strikes.

The contractor shall test the non-IT hardware portion of the security system by activating each device and checking for proper operation and alarm response.

The contractor shall check connections, mountings and voltages on non-IT hardware.

The contractor shall clean, adjust and lubricate parts and components when necessary.

The contractor shall check the following security points:

1. Card readers/keypads
2. Door strikes
3. Turnstiles/Optical Portals
4. Swing gates
5. Check all cables and equipment for security mounting and condition
6. Bike rack gates

The contractor shall perform Inspections IAW the manufacturer's recommendation.

The Technical Authority will sign off on maintenance visits and may perform random checks for quality assurance.

7.1.7 Standards

The contractor shall:

Maintain the equipment at its original performance level as per the manufacturer's instructions and recommendations.

7.2 Unscheduled Hardware Maintenance – Service Calls

7.2.1 General

The contractor is required to repair any Access Control System equipment that is damaged or non-functional and will be notified through email by the Technical Authority when the equipment needs to be repaired.

7.2.2 Scope of Work

- a) The contractor must provide phone and/or email support 24 hours, 7 days a week and must be answered by a qualified technician.
- b) The contractor shall provide a qualified technician for all repair calls between regular inspections as per response times listed in Section 7.2.4.
- c) When emergency service or repairs are required by the Crown, the Technical Authority will place the service call with the contractor.
- d) Repair and/or replace all parts as required during the term of this agreement.
- e) The contractor must notify the Technical Authority within 24 hours after the completion of work by email that the repair was done and what equipment was replaced or repaired.

- f) In the event that an Access Control System component cannot be repaired the contractor must notify the Technical Authority within 4 hours by email.
- g) Ten (10) emergency hours are to be included in the yearly fee. For additional hours, the hourly rate would apply.

7.2.3 Spare Parts

The contractor is to fix deficiencies using the DND spare parts if available. If DND spare parts are not available the replacement parts will be paid for by DND. (See Section 8.3)

7.2.4 Response Time

The following response times for priority levels shall be the maximum response time used:

Priority	Description of what could constitute a Priority	Response Time
1 (Emergency)	As requested by the Technical Authority	Onsite within 4 hours of service call, 24 hours a day – 7 days a week
2	Non-Functional Access Control System Component such as Non-Functional Turnstile, Prox card Reader, etc.	Onsite within 8 hours of service call, 24 hours a day – 7 days a week
3	Nuisance	Onsite, email or phone support with a response time of 24 hours of service call, 7:00am-5:00pm Monday-Friday
4	Request for Information	Email or Phone support with a response time of 72 hours of service call, 7:00am-5:00pm Monday-Friday

- * An emergency would refer to any service call that the Technical Authority requests to have a response time within 4 hours - 24 hours a day – 7 days a week.
- * A Nuisance would refer to a minor inconvenience such as a sticky key on a keypad etc.

7.3 AMAG Software Support

7.3.1 General Objective

The contractor is required to provide software support including any necessary upgrades or patches upon request by the Technical Authority. The contractor will check for available updates on a monthly basis.

The contractor must provide 24/7 Telephone/email and onsite support when needed.

8.0 Installations and Removal of Additional Access Control System Components

8.1 General

The contractor is required to install new Access Control System components in additional areas of the listed buildings when requested.

8.2 Scope of Work

- a) The contractor must provide a cost estimate 'in accordance with the rates and prices established in the Basis of Payment' that will be verified by the Technical Authority before the installation of new components to the access control system. Equipment will be purchased and labour will be paid for on an as and when required basis
- b) All new installations of Access Control System equipment must be installed according to the manufacturer's instructions.
- c) Installation/removal schedule of the Access Control System equipment will be determined by the Technical Authority in consultation with the contractor.

8.3 Purchase of New Equipment

The client reserves the exclusive right to purchase Access Control System components from their choice of manufacturers referenced in the list provided in Annex B – List of Manufacturers.

Typical Access control components required:

- Card readers, keypads, keypad membranes, proximity tags/cards (Hirsch, HID Global)
- Door strikes, mag-locks, locks, panic sets, door hardware, power supplies, controllers, input/output boards, fuses, Motion Detectors, Request to exit buttons, door contacts, sounders (AMAG Technology, Von Duprin, HES Innovations)
- Turnstiles/Optical Portals/Swing gates/Full Height revolving doors parts (Automatic Systems, Boon Edam Inc., C.J. Rush Industries, Phillips Burle, Pathminder)
- Cables/conduit/cabinets and all other accessories required to install and to have the components fully functional

9.0 SECURITY

All contractor personnel performing maintenance, repairs and upgrades on the Access Control System must possess a minimum Clearance of Secret as indicated on the attached SRCL.

There will be absolutely no physical or virtual data communication links to the Access Control system, including any ability to remotely monitor, between the National Defence systems and any external systems or facilities.

Contractor must meet the requirements of the attached SRCL.

ANNEX B

ACCESS CONTROL EQUIPMENT LIST

Current Configuration:

Pearkes Building:

7 x Glass Barrels (IN & OUT Readers)
6 x InterLock Doors (MagLocks) & Electrical Crash Bar
2 x Doors with MagLocks (Bike Rack Gates)
4 x Single Reader with Electrical Crash Bar
13 x Dual Readers IN & OUT Doors
41 x Single IN Reader Doors

Pearkes AACs:

11 x Nodes
2 x Automatic Systems Turnstiles / 1 x Automatic Systems Glass Swinggate
19 x Dual Reader Doors

110 O'Connor Building:

3 x Automatic Systems Glass Portals
52 x Dual Readers IN & OUT Doors
24 x Single IN Reader Doors (Black & Red TC Rooms)

112 Kent Building:

10 x Dual Readers IN & OUT Doors
2 x Single IN Reader Doors

180 Kent Building:

12 x Dual Readers IN & OUT Doors
14 x Single IN Reader Doors

130 Bentley Building:

4 x Dual Readers IN & OUT Doors

141 Laurier Building:

1 x Dual Readers IN & OUT Doors
1 x Single IN Reader Doors

2171 Thurston Building:

3 x Dual Readers IN & OUT Doors
1 x Single IN Reader Doors

25 Nicholas Building:

3 x Automatic System Glass Portals
8 x Dual Readers IN & OUT Doors
34 x Single IN Reader Doors

66 Slater Building:

23 x Dual Readers IN & OUT Doors
2 x Single IN Reader Doors

Coinomatics Building:

4 x Dual Readers IN & OUT Doors

Constitution Building:

3 x Burle turnstiles/swinggate.
2 x Dual Readers IN & OUT Doors
2 x Single IN Reader Doors

285 Coventry Building:

3 x Automatic Systems Glass Portals
3 x Dual Readers IN & OUT Doors
10 x Single IN Reader Doors

295 Coventry Building:

1 x Barrel Glass Door
1 x Dual Readers IN & OUT Doors

Hotel De Ville Building:

27 x Single IN Reader Doors

Labelle Building:

6 x Automatic Systems Turnstiles / 3 x Glass Swingates
7 x Single IN Reader Doors

Louis St-Laurent Building:

Burle turnstiles/swinggate. (4 Swinggates / 6 turnstiles)
10 x Dual Readers IN & OUT Doors
2 x Single IN Reader Doors

Monfort Building:

1 x Dual Readers IN & OUT Doors
18 x Single IN Reader Doors

Startup Building:

1 x Exterior Metal Barrel / Turnstile
Automatic Systems 2 Swinggate / 5 turnstiles
20 x Dual Readers IN & OUT Doors
19 x Single IN Reader Doors

Startup S3 AACS:

3 x Nodes
8 x Dual Reader Doors (2 doors has MagLocks)
1 x Single Reader Doors

Tunney's Building:

Burle turnstiles/swinggate. (1 Swinggates / 2 turnstiles)
14 x Dual Readers IN & OUT Doors

Uplands Building 16:

1 x Dual Readers IN & OUT Doors

Woodline Building:

Automatic Systems 3 Swinggate / 3 turnstiles
9 x Dual Readers IN & OUT Doors
5 x Single IN Reader Doors

Woodward Building:

12 x Dual Readers IN & OUT Doors
3 x Single IN Reader Doors

90 Sparks AACS:

1 x Node
2 x Dual Reader Doors
2 x Single Reader Doors

Leitrim:

2 Glass Barrels (12 nodes and 66 readers) i.e. 23 IN/OUT Doors
2 x Automatic Systems Turnstiles / 1 x Automatic Systems Glass Swinggate

Geomatics:

1 Node and 1 Dual reader Door

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Buyer ID - Id de l'acheteur

hn333

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ANNEX C

MANUFACTURERS LIST

1. HID Global
2. HES Innovations
3. AMAG Technology
4. Von Duprin
5. Automatic Systems
6. Boon Edam Inc.
7. C.J. Rush Industries
8. Phillips Burle
9. Hirsch
10. Pathminder

ANNEX D

LIST OF LOCATIONS & SYSTEMS

IACS Locations

The IACS is installed in the following buildings:

101 Colonel By Drive	MGen G.R. Pearkes Building;
110 O'Connor	Export Building;
112 Kent St.	Place De Ville;
180 Kent St.	Minto Building;
130 Bentley	Fraser Building;
141 Laurier	Gillin Building;
555 Boulevard de la Carrière	Louis St. Laurent Building;
455 Boulevard de la Carrière	Louis St. Laurent Building II;
2140 Thurston Rd.	Coinomatics Building;
2171 Thurston Rd.	Thurston Building;
25 Nicholas	Albion Towers;
66 Slater	Lord Elgin Plaza;
713 Montreal Road	Montfort Hospital
Uplands	Uplands Building 16;
105 Hotel de Ville	Hotel De Ville;
305 Rideau	Constitution Building;
1 Golden Rod, Building 16	Tunney's Pasture;
285 / 295 Coventry Road	Coventry Building;
1310 Labelle Road	Labelle Building;
1600 Startop Road	Startop Building;
2 Constellation Cres	Woodline Building;

AACS Locations

The AACS is installed in the following buildings:

101 Colonel By Drive	MGen G.R. Pearkes Building;
1 Golden Rod, Building 16	Tunney's Pasture;
90 Sparks	Darcy McGee Building
1600 Startop Road	Startop Building;

SACS Locations

The SACS is installed in the following buildings:

615 Booth Street	Geomatic Building
3545 Leitrim Rd	Leitrim Building

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ANNEX E - BASIS OF PRICING

Pricing must be in Canadian dollars, DDP Delivered Duty Paid (destination), Applicable taxes extra, as applicable. Freight charges to destination and all applicable custom duties and excise taxes must be included, as applicable. **Refer to Part 4 - Section 1.2 for further pricing instructions.**

Table 1.0 : Yearly Maintenance Services - Bidders must quote all-inclusive firm yearly prices for each location and each option year.

	Sites	System(s)	Period 1	Option 1	Option 2	Option 3	Option 4
1	MGen G.R. Pearkes Building;	IACS & AACS					
2	Startup Building	IACS & AACS					
3	Tunney's Pasture	IACS & AACS					
4	Albion Towers	IACS					
5	Coinomatics Building	IACS					
6	Constitution Building	IACS					
7	Coventry Building	IACS					
8	Export Building	IACS					
9	Fraser Building	IACS					
10	Gilllin Building	IACS					
11	Hotel De Ville	IACS					
12	Labelle Building	IACS					
13	Lord Elgin Plaza	IACS					
14	Louis St. Laurent Building	IACS					
15	Louis St. Laurent Building II	IACS					
16	Minto Building	IACS					
17	Montfort Hospital	IACS					
18	Place De Ville	IACS					
19	Thurston Building	IACS					
20	Uplands Building 16	IACS					
21	Woodline Building	IACS					
22	Darcy McGee Building	AACS					

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23	Geomatic Building	SACS					
24	Leitrim Building	SACS					

TABLE 2.0 : Additional Services - Bidders must quote all-inclusive firm hourly rates and are requested to provide a detailed cost breakdown to demonstrate how the amount is obtained.

* *'Additional emergency service hours'* mentioned in this solicitation refer to priority level 1 services required after the ten (10) hours included in the yearly maintenance fee have been exhausted.

	Period 1	Option 1	Option 2	Option 3	Option 4
Services - Task Authorizations					
Normal Hours (7am-5pm)	/ hr				
Outside Normal Hours	/ hr				
Additional Emergency Services *					
Normal Hours	/ hr				
Outside Normal Hours	/ hr				

TABLE 3.0 : Spare Parts - Bidders must provide a firm percentage discount off the MSRP for each manufacturer.

Product Categories	Manufacturers	Percentage Discounts
Card Readers, Keypads, Key pad membranes, proximity tags/cards	HID Global	
	HES Innovations	
	AMAG Technology	
	Von Duprin	
	Automatic Systems	
	Boon Edam Inc.	
	C.J. Rush Industries	

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 hn333
 CCC No./N° CCC - FMS No/ N° VME

	Philips Burle	
	Hirsch	
	Pathminder	
	HID Global	
	HES Innovations	
	AMAG Technology	
	Von Duprin	
	Automatic Systems	
	Boon Edam Inc.	
	C.J. Rush Industries	
	Philips Burle	
	Hirsch	
	Pathminder	
	HID Global	
	HES Innovations	
	AMAG Technology	
	Von Duprin	
	Automatic Systems	
	Boon Edam Inc.	
	C.J. Rush Industries	
	Philips Burle	
	Hirsch	
	Pathminder	
	HID Global	
	HES Innovations	
	AMAG Technology	
	Von Duprin	
	Automatic Systems	
Door strikes, mag-locks, locks, panic sets, door hardware		
Turnstiles/Optical Portals parts		
Swing gates parts		

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	Boon Edam Inc.	
	C.J. Rush Industries	
	Philips Burle	
	Hirsch	
	Pathminder	
	HID Global	
	HES Innovations	
	AMAG Technology	
	Von Duprin	
	Automatic Systems	
	Boon Edam Inc.	
	C.J. Rush Industries	
	Philips Burle	
	Hirsch	
	Pathminder	
	HID Global	
	HES Innovations	
	AMAG Technology	
	Von Duprin	
	Automatic Systems	
	Boon Edam Inc.	
	C.J. Rush Industries	
	Philips Burle	
	Hirsch	
	Pathminder	
Cables/ Conduit		
Motion Detectors, Request to exit buttons.		

Solicitation No. - N° de l'invitation

W8474-136416/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn333W8474-136416

Buyer ID - Id de l'acheteur

hn333

CCC No./N° CCC - FMS No/ N° VME

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ANNEX G

SECURITY REQUIREMENTS CHECK LIST

(See attached pages - 3)

ANNEX H

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
 - OR** A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.
- OR** B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W8474-136416
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction DIMEUS	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Maintenance and supply of Access Control System equipment for DND buildings in the NCR.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity.
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
 Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET / TRÈS SECRET	
										A	B	C			
Information / Assets / Renseignements / Biens / Production															
IT Media / Support IT / IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).