



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 CCTV VIDEO MONITORING SYSTEM	
Solicitation No. - N° de l'invitation 47504-146170/A	Date 2013-09-11
Client Reference No. - N° de référence du client 1000316170	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-442-63476	
File No. - N° de dossier hn442.47504-146170	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-30	
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: Hamel, Jean-Yves	Buyer Id - Id de l'acheteur hn442
Telephone No. - N° de téléphone (819) 956-8278 ()	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

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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. Requirement

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at **ANNEX A - Fort Frances CCTV Replacement Strategy**.

2.1 Delivery Requirement

Delivery is requested to be completed by 31 December 2013.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days 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 (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) 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 seven (7) 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 the bidder consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions 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.

6. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site to view the actual floor plan, equipment and the physical arrangement of the CBSA facility. Arrangements have been made for a site visit will be held on 08 October 2013 at 10:00 AM at 301 Scott Street, Fort Frances, Ontario, Canada. Bidders should communicate with the Contracting Authority no later than five (5) 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 may be permitted.

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 (1) hard copies)

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

Section III: Certifications (One (1) hard copy)

Section IV: Additional Information (One (1) hard 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 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 (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 with the bid;
 - (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.

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 Applicable Taxes must be shown separately.

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.

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Section III: Certifications (One (1) hard copy)

1.3 Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information (One (1) hard copy)

1.4 Additional Information

1.4.1 Delivery Proposed

While delivery is requested as indicated above, the best delivery that could be proposed is indicated at **ANNEX B - Pricing and Delivery**.

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: _____

Technical Assistance Services Support (Available 08:00 AM -16: 00 PM EST)

Telephone: _____
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 requirements must be submitted with the bid for evaluation

Technical compliance (description of items from **ANNEX A - Fort Frances CCTV Replacement Strategy** herein).

1.2 Financial Evaluation

The Bid price will be determined by processing items at **ANNEX B - Pricing and Delivery** as follows:

1.2.1 Pricing Basis

The bidder must quote firm unit and/or lot prices in Canadian dollars, DDP Delivered Duty Paid (Fort Frances, Ontario), Applicable Taxes 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 020, 021 and 022) 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.

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.

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3. Additional Certifications Required with the Bid

Bidders must submit the following duly completed information with their bid.

Bidders must provide proof (References with the Company Name, Contract number, Contact name/number) that they have sold a minimum of three (3) similar systems valued at over \$ 250,000.00 within the last five (5) years.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

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

1.1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Ser-vices Canada (PWGSC).

1.1.2 The Contractor personnel requiring access to sensitive work sites must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

1.1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.1.4 The Contractor must comply with the provisions of the:

- a) Security Requirements Check List and security guide, attached at **ANNEX C - Security Requirements Check List**;
- b) Industrial Security Manual (Latest Edition).

2. Requirement

The contractor must provide the goods and services in accordance with the technical requirements and in the quantities stated herein at **ANNEX A - Fort Frances CCTV Replacement Strategy**.

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 (Items 020, 021 and 022)

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at **ANNEX B - Pricing and Delivery** 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

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

3.1.1 Warranty Period

Section 22 of general conditions 2030 is deleted in its entirety and replaced by the following:

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for a period of 90 days from the date of installation of the components provided that the components are installed within twelve (12) months from the date the repair and overhaul work is completed, the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. With respect to Government Property not supplied by the Contractor, the Contractor's warranty will extend only to its proper incorporation into the Work.
2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.

3. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant. The Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.
4. The Contractor must remedy all data and reports pertaining to any correction or replacement under this Section, including revisions and updating of all affected data, manuals, publications, software and drawings called for under the Contract, at no cost to Canada.
5. If the Contractor fails to initiate the repair, replacement or making good of the Work within two (2) working days, or fails to fulfill any obligation described in this section within a reasonable time or if the Contractor has no repair facilities within 100 km from the Work's location, then Canada will have the right to remedy or to have remedied the defective or non-conforming work at the Contractor's expense and be reimbursed for labour at the rate of \$103.91 per hour and for the replaced parts at Canada's cost. The full warranty, as set out in Section 22 Warranty must still then apply. If Canada does not wish to correct or replace the defective or non-conforming work, an equitable reduction will be made in the Contract Price.
6. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work repaired, replaced or otherwise made good pursuant to subsection 2, for the greater of:
 - (a) the warranty period remaining, including the extension, or
 - (b) ninety (90) days or such other period as may be specified for that purpose by agreement between the Parties.
7. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when Canada considers that it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. The Contractor agrees to notify the Technical Authority within 24 hours from receiving a warranty request as to whether:
 - (i) CBSA is to remove the defective or non-conforming Work and return it to the Contractor's facilities;
 - (ii) The Contractor intends to inspect and repair the Work at its current location;

(iii) CBSA is to perform the repair and the Contractor will reimburse Canada at the rate of \$103.91 per hour for labour and the cost to Canada for replaced parts. The full warranty, as set out in Section 22 Warranty must still then apply.

8. In the event of multiple warranty failures of any type, for the third and any subsequent warranty failure, the Contractor will be held financially responsible for the cost of the labour of removal of defective components from the equipment. The Technical Authority must be informed at least two (2) working days prior to the initial acceptance and testing of the repaired work.

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

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 Project Authority

The Project 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

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

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

Technical Assistance Services Support (Available 08:00 AM -16: 00 PM EST)

Telephone: 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 and/or firm lot prices as specified in the contract. Customs duties are included and 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.

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

Canada Border Services Agency
Regional Director - F&A
2270 St-Laurent Blvd, 2nd Floor
Ottawa, ON, K1G 6C4
Attention: will be inserted at contract

- (b) one (1) copy must be forwarded to the consignee.

- (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 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 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) 2030 (2013-06-27) General Conditions - Higher Complexity - Goods;
- (c) **ANNEX A - Fort Frances CCTV Replacement Strategy;**
- (d) **ANNEX B - Pricing and Delivery;**
- (e) **ANNEX C - Security Requirements Check List;**
- (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

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) (Fort Frances, Ontario) Incoterms 2000 for shipments from a commercial contractor.

12.2 Shipping - Scheduling

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

Canada Border Services Agency
Chief, Fort Frances District
301 Scott Street, 2nd Floor
Fort Frances, Ontario
9PA 1H1
Phone: will be inserted at contract

13. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of **ANNEX A - Fort Frances CCTV Replacement Strategy** 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.

14. Start-up Meeting

Within five (5) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within ten (10) calendar days after the meeting has been held. The meeting will be held in Fort Frances, Ontario, at no additional cost to Canada, with representatives of the Contractor, Canada Border Services Agency and Public Works and Government Services Canada.

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Section 1 - Video Monitoring System

Objective

This requirement is for the supply and installation of a fully operational video monitoring system (VMS) at the Fort Frances port of entry located at 101 Church Street, Fort Frances Ontario.

Scope

The work consists of removing and replacing the current system and providing the port of entry with a complete, high quality VMS, which includes all necessary components (hardware and software) for a fully operational system at the Fort Frances port of entry. The old system components are to be returned to the CBSA.

Notice

All hardware and software must be supported and compatible with the latest Milestone XProtect® Corporate Video Management Software.

Tasks

1. Supply and install a functional system in compliance with each manufacturer's installation guidelines, complete with all required parts, components, systems, software and accessories as specified in the project's documents.
2. Installation, connection, programming and verification of all new devices are in accordance to CBSA's technical and operational requirements.
3. The VMS must meet or exceed all criteria and specifications as stated in *Section 2 – Technical Requirements*.

Cameras

1. All cameras must be in accordance with *Section 2 – Table 1 – General Camera Requirements* as well as with their respective tables indicated in *Section 2 – Table 4 – Camera Locations and Type*.
2. Forty three (43) cameras must be supplied and installed in the work areas as per *Section 2 – Table 2 – Camera Locations and Type* and *Section 4 – Site and Camera Layout*.
3. Four (4) cameras must be supplied as spare in accordance with *Section 2 – Table 2 – Camera Locations*
4. Forty seven (47) Milestone XProtect® Corporate device license keys (DLKs) must be supplied.
5. All outdoor cameras and enclosures must have a weather operating range of -40°C to 50°C, resistant to humidity and ice.

6. The contractor must install the required power to provide adequate heating and cooling to the exterior cameras housing units to protect against regional climate variations.
7. Interior cameras should be recessed into the ceiling. Only the dome portion of the camera should be seen.
8. All cameras must have the latest firmware installed for that device.

Workstations

Note that unless otherwise mentioned, all workstations must be accompanied by a 24" monitor equivalent to a HP Compaq LA2405wg. Furthermore, all 40" monitors must be at minimum equivalent to a Samsung SMT4023. Equivalent item must meet the following mandatory criteria: The item must have at minimum one (1) HDMI and one (1) DVI port. The item must be 40" in diagonal size.

1. All workstations must meet or exceed the requirements identified in *Section 2 – Table 14 – Workstations* unless otherwise mentioned.
2. One (1) workstation supplied and installed in the Traffic Superintendent Office.
3. One (1) workstation supplied and installed at the CIC counter.
4. One (1) All-in-One workstation supplied and installed in the Primary Inspection Lane 1.
5. One (1) workstation with 40" monitor supplied and installed at the Cash Counter.
 - a. The 24" with the workstation is not to be installed and will serve as a spare.
6. One (1) workstation supplied and installed in the CCTV room.
7. One (1) workstation supplied and installed in the commercial building office.
8. One (1) workstation supplied and installed in the Chief of Operation's office located at 301 Scott Street in Fort Frances.

The exact location of the workstations in their respective rooms will be determined by the CBSA after contract award.

Storage Server

1. The storage server must meet or exceed the requirements in *Table 9 – General Server Requirements* and be supported by the Milestone XProtect® Corporate version provided.
2. The storage server must ensure optimal performance for forty seven (47) cameras which includes but is not limited to live, video and playback.
3. Server cabinet must be provided by the contractor.
4. Server cabinet must be accessible at minimum from the front and the back.

5. Server cabinet must be able to support the ventilation requirements for the equipment it will house. The room is climate controlled to ambient temperature between 18 and 22 degree Celsius.

Network, Wiring, and Cabling

1. All cabling to connect interior network devices (computers, cameras, switches, etc.) must be CAT-6 cabling.
 - 1.1. Exterior devices must use CAT-6 insulated cabling unless otherwise mentioned.
2. The supplied CAT-6 insulated cable must have an operating range of – 40° C to + 50° C and be resistant to temperature changes.
3. All CAT-6 cabling must be terminated with RJ-45 connectors at both ends.
4. All CAT-6 cabling must be labeled 1" from both ends with the camera numbers that are provided by the CBSA. The label must be done with a label maker or numbered stickers. Hand-written labels will not be accepted.
5. Any exposed cabling for the exterior cameras must be within a conduit (PVC or BX) to protect against tampering.
6. The cameras 1, 2, 3, 4, 5, 6 and 28 must use 6-Strand/MM/OM3 fiber, loose-tube-outdoor and must be rated for the operating range of – 40° C to + 50° C and be resistant to temperature changes.
7. All cabling between switches must be fiber optic cabling equivalent to 6-Strand/MM/OM3 fiber, indoor-outdoor use.
8. All components required to terminate and ensure connectivity to the fiber optic cabling must be supplied and installed by the contractor.
9. The contractor must supply and install the required cabling, including low voltage power cable where required and electrical source to all designated equipment.
10. The infrastructure backbone of the system provided must be optimized to provide smooth, high quality, clear video images to the server and workstations.
11. The contractor must supply and install all the required switches to support the system provided as well as be able to handle additional connections 3 ports must be left unassigned for additional fixed or PTZ cameras and workstations if ever needed.
12. Switches must be secured in a lockable switch cabinet that will be supplied and installed by the contractor. The switch cabinet must be big enough to house all the necessary components for the system.
 - 12.1. One switch will be located in the Tertiary Garage building.
 - 12.2. One switch will be located near the Primary Inspection Lane 1.

13. Switches must be Gigabit Ethernet type.
14. A Fortigate 80-C unit must be supplied and installed in the server cabinet to allow for remote viewing.
 - 14.1. Configuration of the Fortigate 80-C unit will be done by CBSA.
15. A uninterruptible power supply (UPS) must be supplied, installed and configured at each switch and at the server according to the requirements in *Section 2 – Table 12 – UPS*.
16. A commercial-grade surge suppressor with minimum of 600 joules rating must be supplied and installed at the server and at each workstation to protect against voltage spikes.
17. A network color laser printer must be supplied, installed and configured. The printer will be located beside the workstation in the Traffic Superintendent's Office. The printer must also be able to print minimum of 20 pages per minute.

Infrastructure

Considering the Fort Frances POE is a Section 6 facility, this portion of the work must be quoted separately as an option.

1. Any additional infrastructure that needs to be installed in order to mount the cameras in their appropriate location must be done by the contractor.
2. Three existing site conduits run from the main building. Exact location of these conduits will need to be done by the contractor as no "Locate Drawings" are currently available.
 - 2.1. Conduit 1 runs from the main building to the Mill Security building.
 - 2.2. Conduit 2 runs from the main building to the Commercial building.
 - 2.3. Conduit 3 runs from the main building to the bridge cameras
3. A 20" pole must be supplied and installed at the corner of Church Street and Mowat Street in order to install camera 28. Refer to *Section 4 – Site and Camera Layout*.
4. Camera 28 must tie-in with conduit 2. Adequate power to protect the camera from temperature extremes is required.
5. A conduit that ties-in with conduit 1 must be installed for camera 4 and 5. Currently the cabling is exposed above ground. Adequate power to protect the camera from temperature extremes is required.
6. The contractor must install two (2) 20-amps and one (1) 30-amp dedicated circuit in the CCTV room.
7. Room should provide an approximate temperature of 21 degree Celsius. Any hardware and infrastructure required to achieve this must be provided and installed by the contractor.

Video Control Software

1. The VMS must use the most recent version of Milestone XProtect® Corporate.

Deliverables

1. At commissioning, the contractor will provide two (2) hard and two (2) soft (.PDF) copies of Operations and Maintenance (O & M) Manuals in English for each system provided under this contract. This includes data for each type of product and features and operating sequences, both automatic and manual.
2. The operational manual should include all manufacturer recommended equipment maintenance requirements, with a complete description of all maintenance procedures required on all installed equipment including time intervals (hour usage), required inspection, periodic maintenance, fault diagnosis and repair/replacement of parts/components.
3. Installation guide, system documentation, system structure and setup information must be provided to the CBSA.
4. The contractor will provide a MS EXCEL spreadsheet which will display each component (physical or virtual), the IP address and its location within the site.
 - 4.1. For ease of reference, the camera IP addresses must reflect the camera numbers identified in the drawings in order to keep consistency.
5. System operation must be provided to the CBSA.
6. User documentation clearly defines procedures for all processes.
7. Documentation can be copied and distributed within the CBSA without restriction.
8. All documentation and training material provided (hard and soft copy) must be created using the MS Office Suite of Products.
9. Cameras requiring additional Infrared lighting must have an Infrared light supplied and must meet or exceed all criteria and specifications in *Section 2 - Table 13 - Infrared Light*.

Constraints

1. The contractor must provide knowledge, labor, materials, tools, equipment and services to install equipment, devices and components required for a complete operational VMS.
2. Work may need to be done outside of regular working hours depending on CBSA operations.
3. All software updates must be completed onsite as remote connection will not be permitted.

Compliance Verification Testing

1. The Contractor must perform compliance verification tests with the project/technical authority, prior to final delivery and acceptance of the system. The Contractor must provide personnel, equipment, instruments and other supplies to perform the test. The compliance test must demonstrate that the

installed VMS components function and comply with the project technical expectation and specifications.

2. Provide an export sample of video footage of minimum 30 seconds.
3. All physical and functional system requirements must be demonstrated as operable.
4. The contractor will record each component's serial number, manufacturer name with complete model number, and IP address (where applicable), and submit a typed list along with the testing verification report.

Client Support

1. CBSA will provide the software license code for Milestone XProtect® Corporate.

Training

1. Two (2) training sessions of four (4) hours each must be provided using the installed system within one month after the installation acceptance of the completed system.
2. Training must be done by a certified Milestone representative.
3. Training must be provided at the customer site using the new system.
4. Training must be done at the workstations for the new system.
5. Training must be given in English.
6. Each training session is for up to five (5) people.
7. Training must take place between 0700 and 1700. A training schedule will be established with the CBSA prior to the sessions.
8. Training must be computer-based with practical examples. (video extraction, smart client fonctions, etc.)
9. Training will be performed on the installed equipment.
10. Training documentation must be available to all trainees in English.

Warranty, Maintenance and Service Level Agreement

1. The Warranty includes yearly maintenance of the CCTV System. The maintenance shall include the cleaning of all video system components such as but not limited to cameras, domes, server, switches, monitors, etc. (excluding cabling).
- 1.1. Maintenance must be completed at a minimum of two (2) times per year.
 - 1.2. Must include software updates on the system as part of the maintenance.

- 1.3. Following any maintenance, the contractor must report in writing to the Technical Authority any deficiencies or problems found.
2. At a minimum during the warranty period and at no extra cost to the CBSA, the contractor shall include on site repair and/or replacement of the defected components reported for any minor and major system failures.
 - 1.
 2.
 - 2.1. A major system failure shall be defined as the failure of any operator controls as well as any system controller, server or communication link which renders more than 10% of a specific security subsystem of systems inoperative. The response time for any major system failure is three (3) calendar days from the time the contractor is informed.
 - 2.2. A minor system failure shall be defined as the failure of the feed of a single camera, workstation and monitor or the failure of a camera, workstation or monitor. Even though spare cameras are provided, the response time for any minor system failure is five (5) calendar days from the time the contractor is informed.
3. Preventative and corrective maintenance performed by a maintenance contractor other than this contractor during the warranty period shall not void warranty on labor, hardware and software provided by this Contractor.

Section 2 – Technical Requirements

Table 1 – General Camera Requirements

<p>1. Open Architecture – The camera must provide an application programming interface (API) for system integration:</p> <ul style="list-style-type: none"> 1.1. Direct access to video stream using a URL. 1.2. Software Development Kit (SDK) to control, and change camera settings remotely. It must be possible to change all of the following settings remotely: Resolution, Video Compression, Network settings and Frame rate.
<p>2. Video – Camera must support the following video settings:</p> <ul style="list-style-type: none"> 2.1. Multiple compression formats, not limited to, but supporting MJPEG and H.264. 2.2. Resolution and frame rate must be controllable for each stream, and camera must support at least dual stream video and support simultaneous streaming of different formats.
<p>3. Power – Camera must be Power over Ethernet compatible. Camera may have additional power sources (i.e. High PoE) for PTZ functionality, cooling or heating units.</p>
<p>4. Video Management Software – Camera must be supported by Milestone Systems XProtect® Corporate Video Management Software.</p>
<p>5. Testing – All cameras must be thoroughly tested prior to installation.</p>
<p>6. Wide Dynamic Range – Must support wide dynamic range for bright or backlit scenes.</p>
<p>7. Environment – The cameras must be able to function in the environment they reside. (Ex: Exterior enclosures must be able to provide heating and cooling to the cameras in order to function during temperature changes).</p>
<p>8. Disabled Audio – All cameras which are audio capable must have audio capability disabled from the camera and/or video management software.</p>
<p>9. Enclosure – Cameras must be contained in housing and securely mounted.</p>

Table 2 – Camera Locations and Type

CAMERA NUMBER	LOCATION	TABLE REF. (CAMERAS ALSO SUBJECT TO TABLE 1)	Infrared Light Required	Recording Type
1	SITE – POE ENTRANCE	Table 7	Yes	On motion
2	SITE – POE ENTRANCE	Table 7	Yes	On motion
3	SITE – POE ENTRANCE	Table 7	Yes	On motion
4	SITE – FACING CENTRAL AVENUE	Table 3		Continuous
5	SITE – FACING CHURCH STREET	Table 3		Continuous
6	SITE – PRE PIL	Table 3		Continuous
7	SITE – TOP OF CBSA BUILDING	Table 3		On motion
8	PIL 1 – BACK	Table 3		On motion
9	PIL 2 – BACK	Table 3		On motion
10	PIL 3 – BACK	Table 3		On motion
11	PIL 4 – BACK	Table 3		On motion
12	PIL 1 – DRIVER	Table 8		On motion
13	PIL 2 – DRIVER	Table 8		On motion
14	PIL 3 – DRIVER	Table 8		On motion
15	PIL 4 – DRIVER	Table 8		On motion
16	PIL ROOF – PRE PIL VIEW	Table 7		On motion
17	PIL 4 – DRIVER TRUCK	Table 8		On motion
18	PIL ROOF – POST PIL VIEW	Table 7		On motion
19	PIL ROOF – SECONDARY VIEW	Table 7		Continuous
20	PIL 4 – PASSENGER	Table 3		On motion
21	PIL 3 – PASSENGER	Table 3		On motion
22	PIL 2 – PASSENGER	Table 3		On motion
23	PIL 1 – PASSENGER	Table 3		On motion
24	SECONDARY CANOPY EAST VIEW	Table 3		On motion
25	SECONDARY ROOF – PIL VIEW	Table 3		Continuous

26	SECONDARY CANOPY WEST VIEW	Table 3		On motion
27	SECONDARY ROOF – POST PIL AREA	Table 3		On motion
28	CHURCH AND MOWAT CORNER	Table 7		On motion
29	COMMERCIAL PARKING	Table 3		On motion
30	COMMERCIAL PARKING 2	Table 7	Yes	On motion
31	CIC COUNTER	Table 6		On motion
32	INTERVIEW ROOM 3	Table 4		Continuous
33	INTERVIEW ROOM 1	Table 4		Continuous
34	D.D. CELL	Table 5		Continuous
35	W.D. CELL	Table 5		Continuous
36	SEIZED GOODS	Table 6		On motion
37	ARMING ROOM	Table 6		Continuous
38	TERTIARY GARAGE	Table 6		On motion
39	TERTIARGE GARAGE 2	Table 6		On motion
40	BONDED AREA	Table 6		On motion
41	STORAGE / UNLOADING	Table 7		On motion
42	PUBLIC WAITING ROOM 1	Table 6		On motion
43	PUBLIC WAITING ROOM 2	Table 6		On motion
44	SPARE	Table 7		
45	SPARE	Table 6		
46	SPARE	Table 3		
47	SPARE	Table 3		

Table 3 – General Outdoor Camera

General purpose cameras installed outdoor, and where the purpose of the camera is for general surveillance. Suggested camera type AXIS P3367-VE.

Resolution	Must have minimum High-definition television (HDTV) 1080p image resolution
Zoom	Must support at minimum a 2X optical zoom.
Focus	Must have remote focus such as auto focus or auto back focus.
Field of View	Must provide at least 80 degree horizontal field of view.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Night Capability	Must be a true Day/Night camera with a mechanical IR cut filter.
Environment	Must be waterproof and have an operating temperature range of -40 to +50 C. Must be rated IP65 or better.

Table 4 – Interview Room Camera

Cameras installed in interview rooms must be installed with an audio input jack so that an external microphone can be connected for synchronized audio and video. Suggested camera AXIS P3364-V.

Resolution	Must have at minimum a 1280 X 720 image resolution.
Zoom	Must support at least a 2X optical zoom.
Focus	Must have remote focus such as auto focus or auto back focus.
Field of View	Must provide at least 80 degree horizontal field of view.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Night Capability	Must be a true Day/Night camera with a mechanical IR cut filter.
Enclosure	Must be contained in housing and securely mounted. These cameras must be resistant to vandalism/tampering, and where dome cameras are preferred. Cameras that are not dome cameras require additional enclosures.

Table 5 – Cell Camera

Cameras installed in cells must be installed in heavy duty, vandal resistant and tamper proof enclosures. Enclosures cannot provide a hanging point. General purpose dome cameras are not sufficient and specialized housing must be used. The camera installed must not provide view of the lavatory and must not capture sound. Software solutions such as privacy masking must not be used. Suggested camera AXIS P1355 and AXIS Corner Housing unit.

Resolution	Must have at least a 1280 X 720 image resolution.
Focus	Must have powered focus such as auto focus or auto back focus.
Field of View	Must provide at least a 90 degree horizontal field of view.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Enclosure	Must be housed in heavy duty, vandal resistant and tamper proof enclosures that mount flush to the wall and ceiling. Enclosures cannot provide a hanging point

Table 6 – Vandal and Tamper Proof Dome Camera

General purpose vandal and tamper proof dome cameras should be used in public areas such as counters and hallways. The type of lens is based on the scene which must be captured (as determined by the project authority). Cameras monitoring hallways, or other narrow scenes, should support rotation of the camera image to capture a vertically oriented video stream. Suggested camera AXIS P3364-V.

Resolution	Must have at least a 1280 X 720 image resolution.
Zoom	Must support at least a 2X optical zoom.
Focus	Must have remote focus such as auto focus or auto back focus.
Field of View	Must provide at least 80 degree horizontal field of view.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Night Capability	Must be a true Day/Night camera with a mechanical IR cut filter.
Enclosure	Must be contained in housing and securely mounted. These cameras must be resistant to vandalism/tampering, and where dome cameras are preferred. Cameras which are not dome cameras require additional enclosures.

Table 7 – Outdoor PTZ Camera

PTZ cameras are intended to be used for live monitoring patrolling, or when there are specific objects which must be captured in high detail, such as in baggage areas or large halls. If PTZ cameras are used frequently in live operation, PTZ keyboards are recommended to be included in the installation. If PTZ cameras are used infrequently, a computer mouse to control pan, tilt and zoom functionality is generally sufficient. The number of PTZ keyboards should be confirmed by the project authority. Suggested camera AXIS Q6034-E or AXIS Q6035-E.

Resolution	Must have at least a 1280 X 720 image resolution.
Focus	Must have auto focus
Field of View	Must provide at least a 45 degree horizontal field of view.
Optical Zoom	The PTZ camera must support at least 10X optical zoom.
Range of Motion	Must have a pan range of at least 350 degrees and have a tilt range of at least 90 degrees.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Environment	Camera assembly must provide protection against dust and condensation. Rated IP 65 or better. A custom enclosure may be provided but should be expressly noted.

Table 8 – PIL Camera

This type of camera would be used in PIL and look at the driver. The camera needs to be relatively small, have a wide angle view and be protected for hard winter temperatures. Suggested camera AXIS P3364-VE.

Resolution	Camera must have at least High-definition television (HDTV) 720p image resolution
Zoom	The camera must support at least a 2X optical zoom.
Focus	Must have remote focus such as auto focus or auto back focus.
Field of View	Must provide at least 100 degree horizontal field of view.
Frames Per Second	Camera must support at least 20 frames per second at the minimum resolution specified above.
Night Capability	The camera must be a true Day/Night camera with a mechanical IR cut filter.
Environment	Camera assembly must be waterproof and have an operating temperature range of -40 to +50 C. Must be rated IP65 or better.

Table 9 – General Server Requirements

<p>General</p>	<p>The following servers must be provided:</p> <ul style="list-style-type: none"> - 1 X Management/Failover Server - 1 X Video Storage Server <p>A single server hosts both the management application and the failover application. Video recording for all cameras should be done on the video storage server. In the event of machine failure of the video storage server, all cameras must switch to record on the management/failover server.</p> <p>This list does not include networking equipment such as switches. The UPS equipment is specified in <i>Table 12 - UPS</i>. The detailed requirements for each type of server are in the section <i>Management/Failover Server Requirements</i> and <i>Video Storage Server Requirements</i>.</p> <p>The storage requirements are listed under <i>Storage</i> in the section <i>Management/Failover Server Requirements</i> and <i>Video Storage Server Requirements</i>.</p>
<p>Recording/Retention</p>	<p>All cameras must be configured to record 24/7 continuously at the minimum specified resolution and frame rate for each camera type. The minimum frame rate for recording is 15 FPS, unless otherwise specified. Recording on motion should not be configured unless otherwise specified.</p> <p>The retention time for all camera footage is minimum 30 days.</p>
<p>Write Failover</p>	<p>The video surveillance system must continue to record all camera footage in the event of a video storage server failure.</p> <p>In the event of a machine failure of the video storage server, a failover storage server must be configured to takeover recording. The failover storage server must provide a minimum of 5 days (6 TB) of storage. Live and archived video associated with the failover storage server must be accessible at all times.</p> <p>The management software and the failover software must reside on the same physical machine. RAID 5 is required for video failover storage, and RAID 6 is required for primary video storage. RAID 1 is required for all OS/Application drives.</p> <p>Redundant storage of recorded video on multiple servers is not required.</p>

Server Diagram

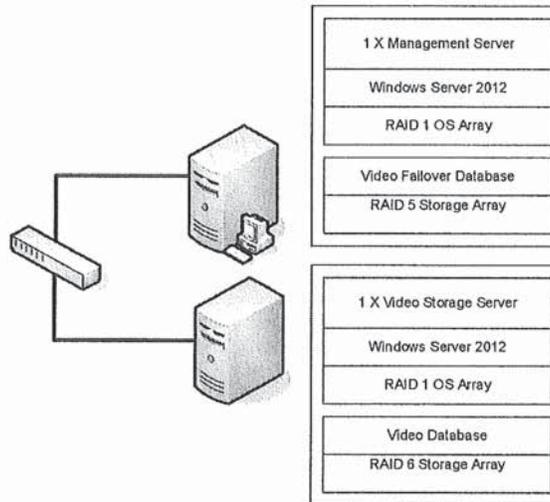


Table 10 – Management / Failover Server Requirements

All stated requirements are mandatory.

The management application refers to the component of the video management system which contains configuration settings including product licensing, camera recording settings and user permissions. The management application is also responsible for user authentication as well as any logging.

The failover application refers to the component of the video management system which takes over recording in the event of failure of the video storage server

Form Factor	<ul style="list-style-type: none"> - Rackmount - Sliding rails with cable management arm. 	
Processor	Number of Processors Required	2
	Cores	4 or more
	Clock Speed	2.0 GHz or higher
	Instruction Set	64-bit Intel Xeon or equivalent
	Processor such as Intel Xeon E5-2620.	
Motherboard	<ul style="list-style-type: none"> - Supports Dual Socket 	
Memory	<ul style="list-style-type: none"> - 8 GB RDIMM or higher 	
RAID Controller	<ul style="list-style-type: none"> - RAID 1 System + RAID 5 Storage - 512 MB Battery Backed Cache or higher 	

System/Application Drives	<ul style="list-style-type: none"> - Minimum of two (2) 2.5" or 3.5" drives must be present. - The total usable capacity after RAID must be 300GB or higher. - 7.2K RPM SATA or Near-Line SAS or better. - RAID 1
Recording Drives	<ul style="list-style-type: none"> - Minimum of eight (8) 3.5" hot swappable bays for storage must be present. - Minimum of four (4) 3.5" 2 TB hot swappable drives must be present. - The total usable capacity after RAID must be 6 TB or higher. - RAID 5
Power Supply	<ul style="list-style-type: none"> - Must have dual, hot-plug redundant power supplies.
OS	<ul style="list-style-type: none"> - Must have one (1) of Windows Server 2008 R1/R2 x64 or Windows Server 2012 x64 installed. - Server must be Certified for Windows by Microsoft for the version of OS installed.
Network	<ul style="list-style-type: none"> - Must have dual 1 GB Ethernet.
Software	<ul style="list-style-type: none"> - Video Management and Failover Application must be stored on this server. - The software must support the version of OS installed.
Example	Dell R720 or equivalent configured with 2 X 300 GB SAS, 4 X 2 TB Near-Line SAS

Table 11 – Video Storage Server Requirements

The recording application refers to the component of the video management system which receives camera data and archives this video data to disk.

Form Factor	<ul style="list-style-type: none"> - Rackmount - Sliding rails with cable management arm. 	
Processor	Number of Processors Required	2
	Cores	4 or more
	Clock Speed	2.0 GHz or higher
	Instruction Set	64-bit Intel Xeon or equivalent
	Processor such as Intel Xeon E5-2620.	
Motherboard	<ul style="list-style-type: none"> - Supports Dual Socket 	
Memory	<ul style="list-style-type: none"> - 8GB RDIMM or higher 	
RAID Controller	<ul style="list-style-type: none"> - RAID 1 System + RAID 6 Storage - 512 MB Battery Backed Cache or higher 	

System/Application Drives	<ul style="list-style-type: none"> - Minimum of two (2) 2.5" or 3.5" drives must be present. - The total usable capacity after RAID must be 300GB or higher. - 7.2K RPM SATA or Near-Line SAS or better. - RAID 1
Recording Drives	<ul style="list-style-type: none"> - Minimum of twelve (12) 3.5" hot swappable bays for storage must be present. - Minimum of twelve (12) 3.5" 3TB hot swappable drives must be present. - Eleven (11) drives must be configured in RAID6 and the total usable capacity after RAID must be 27 TB or higher. - One (1) drive must be configured as a hot spare.
Power Supply	<ul style="list-style-type: none"> - Must have dual, hot-plug redundant power supplies.
OS	<ul style="list-style-type: none"> - Must have one (1) of Windows Server 2008 R1/R2 x64 or Windows Server 2012 x64 installed. - Server must be Certified for Windows by Microsoft for the version of OS installed.
Network	<ul style="list-style-type: none"> - Must have dual 1 GB Ethernet.
Software	<ul style="list-style-type: none"> - Video Storage Application must be stored on this server. - The software must support the version of OS installed.
Example	<ul style="list-style-type: none"> - Dell R720xd or equivalent configured with 2 X 300 GB SAS, 12 X 3 TB Near-Line SAS

Table 12 – UPS

The UPS must provide minimum 30 minutes of power to allow for the safe shutdown of all server equipment.
Suggested UPS Eaton 9130 rack mount.

Power Rating	<ul style="list-style-type: none"> - A UPS must be able to supply all servers, the associated switches and all critical accessories embedded.
Power runtime	<ul style="list-style-type: none"> - The UPS must be able to supply a minimum of 30 minutes of power at full power capacity during a power outage.
Soft Shutdown	<ul style="list-style-type: none"> - In the event of a power outage, all servers must be configured to initiate a soft shutdown based on battery capacity and/or time delay.
Connectivity	<ul style="list-style-type: none"> - UPS must be connected to each server through a network interface to initiate a soft shutdown.
Output Waveform	<ul style="list-style-type: none"> - True sine wave output - Output voltage distortion with less than or equal to 5% distortion at full load.

Form Factor	- Rackmount UPS
Topology	- Double conversion, online UPS - Converting the power from AC to DC then back to AC.

Table 13 – Infrared Light

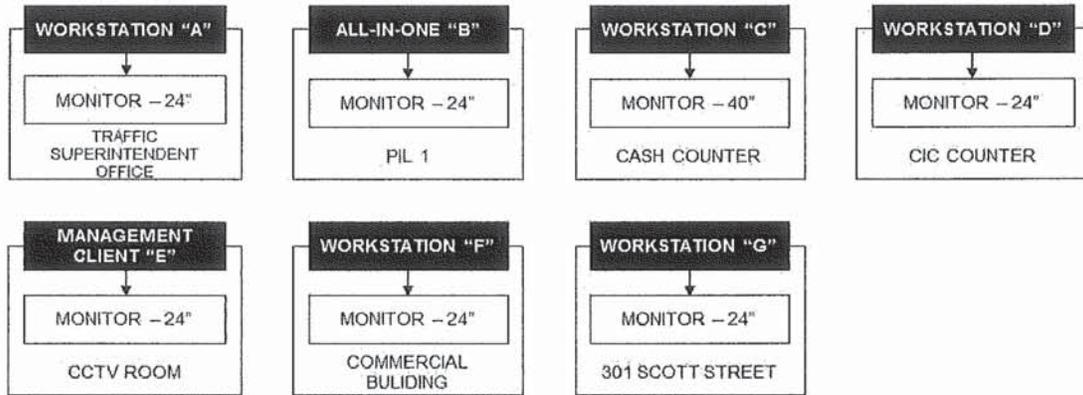
Suggested Infrared light RM100-PLT-AI-50

Distance	- Must illuminate a distance of 150ft or greater.
Angle	- Must have a horizontal illumination angle of at least 90 degrees.
Wavelength	- Must have a wavelength of 850nm.
Environment	- Must have an operating temperature range of between -40 to +50 C. - Rated IP65 or better.

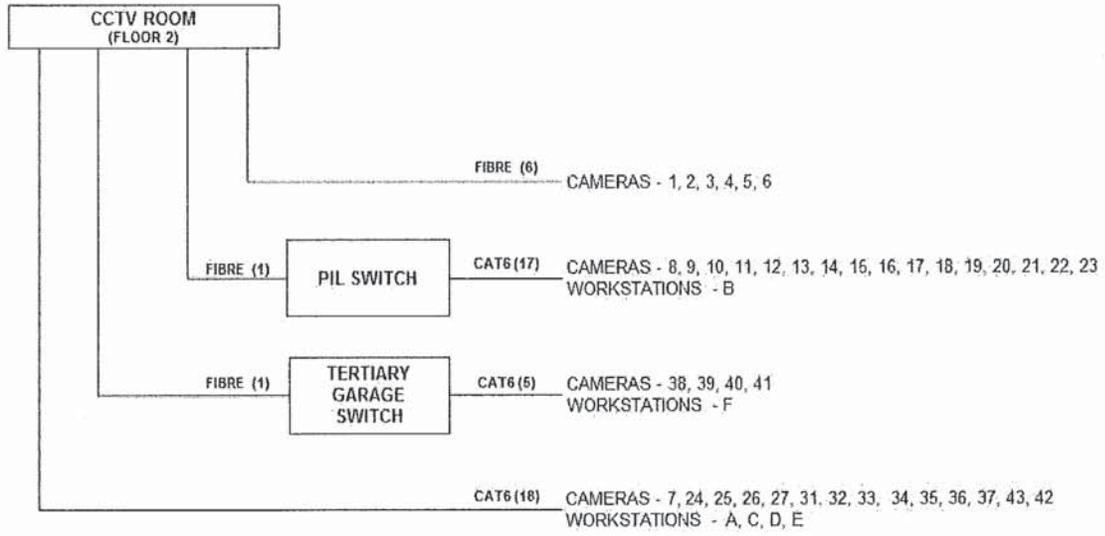
Table 14 – Workstations

1. The operating system must be Windows 7 Professional (32 bit or 64 bit*), Windows 7 Enterprise (32 bit or 64 bit*) or Windows 7 Ultimate (32 bit or 64 bit*). * Running as a 32 bit application.
2. The CPU must be Intel Core-i7, 4 cores.
3. A minimum of 8 GB of RAM must be installed. (2 x 4 GB 1333 MHz DDR3 SDRAM)
4. The graphics adapter must be able to support multiple display monitors at a recommended resolution of 1920 x 1200.
5. A DVI or HDMI connection from the monitor to the workstation is required.
6. The connection media between the 40" monitors and the workstations must be done through HDMI.
7. All cabling must be concealed.
8. Minimum 1 TB SATA hard drive (7200 RPM SATA 3.0 GB/S) must be installed and partitioned as follow: one partition with minimum 250 GB for Operating System files and one partition with minimum 750 MB to store exported video.
9. SATA SuperMulti DVD writer
10. Software: Microsoft .NET 4.0 Framework, DirectX 9.0 or newer must be installed.

Workstations Diagram



Section 3 - Distribution Diagram

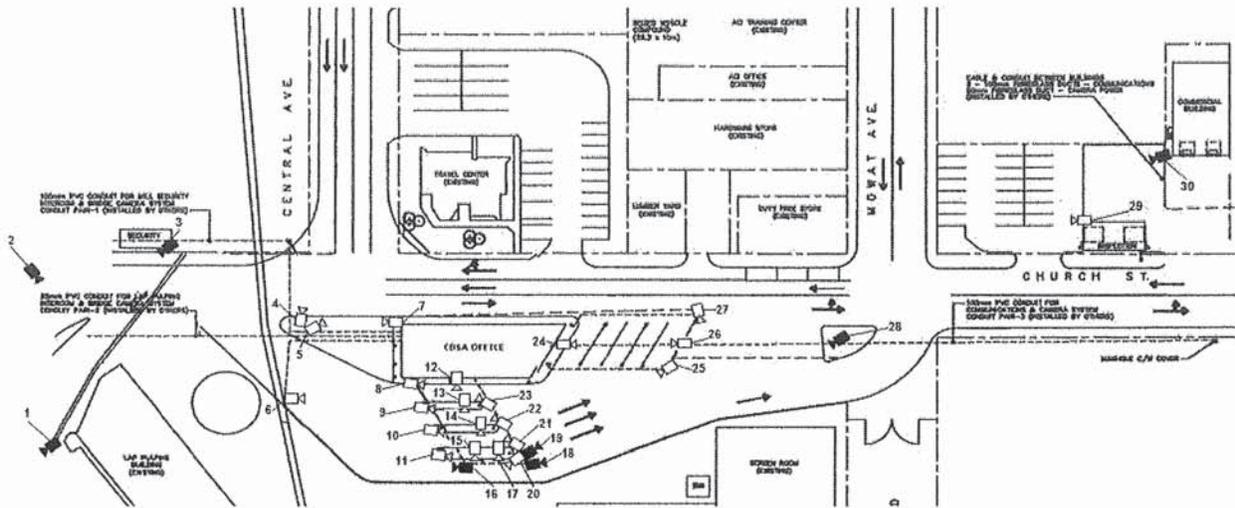


Section 4 - Site and Camera Layout

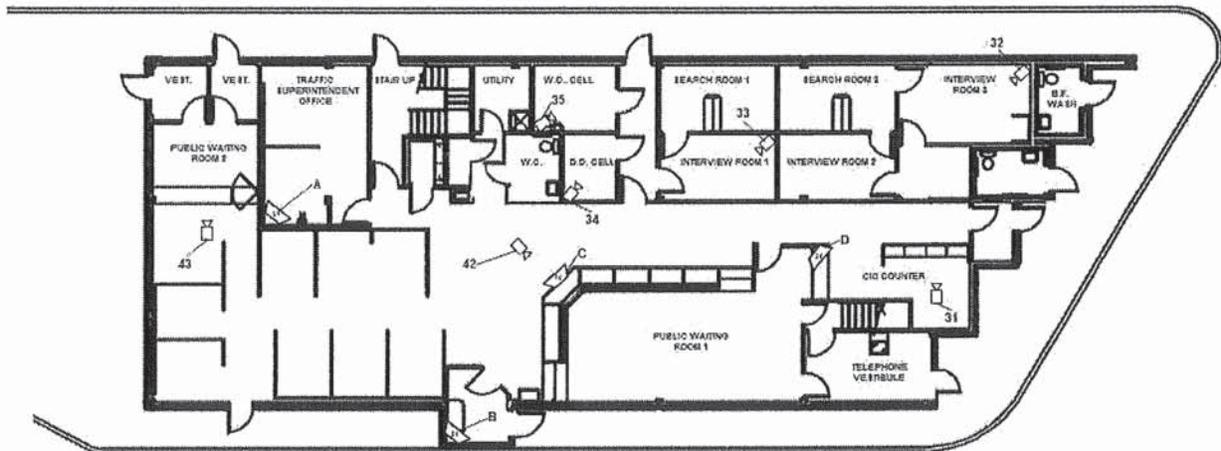
Legend

-  Fixed Camera
-  PTZ camera
-  Workstation

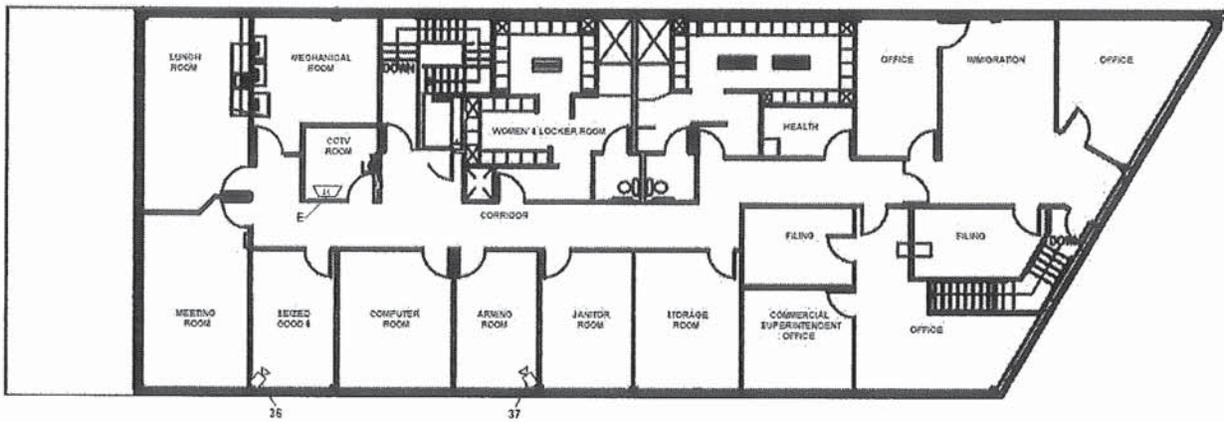
Site



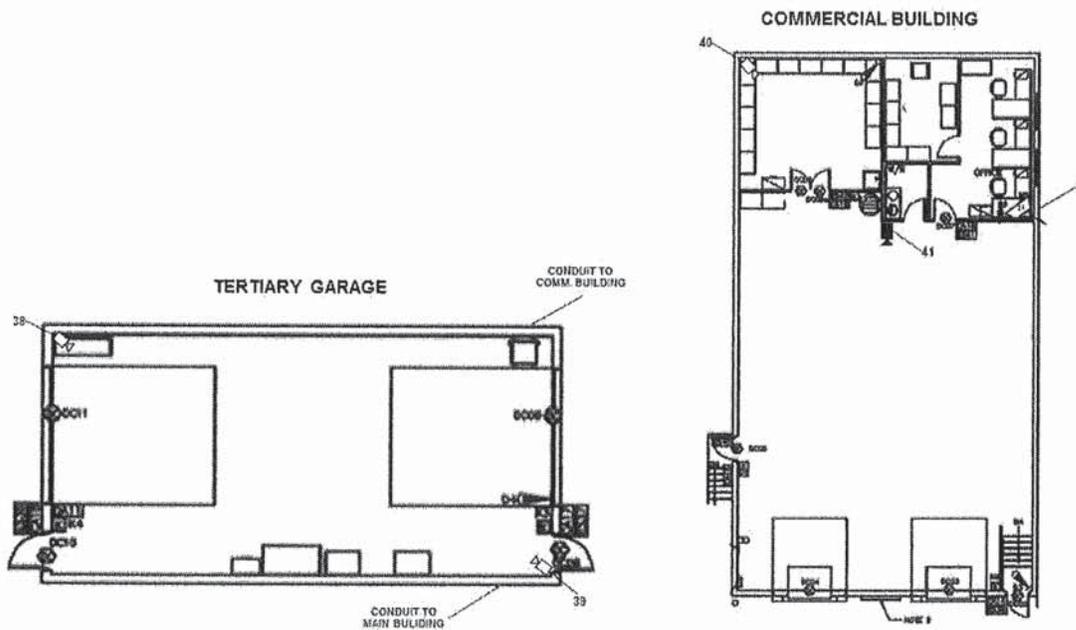
Main Floor



Floor 2



Commercial Building and Tertiary Garage



ANNEX B - Pricing and Delivery

Item 001 Workstation A
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 002 Workstation B
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 003 Workstation C
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 004 Workstation D
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 005 Workstation E
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 006 Workstation F
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 007 Workstation G
 Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 008 Storage Server
Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 009 Network Wiring, Cabling and miscellaneous Hardware
Firm Quantity: 1 UI: Lot

Firm lot price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 010 Additional Infrastructure (As required)
Option Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Delivery/Installation of the Additional Infrastructure ARO: _____ Weeks.

Item 011 Table 3 General Outdoor Cameras
Firm Quantity: 19 UI: EA

P/N Proposed : _____ Manufacturer Proposed: _____

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 012 Table 4 Interview Room Cameras
Firm Quantity: 2 UI: EA

P/N Proposed : _____ Manufacturer Proposed: _____

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 013 Table 5 Cell Cameras
Firm Quantity: 2 UI: EA

P/N Proposed : _____ Manufacturer Proposed: _____

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 014 Table 6 Vandal and Tamper Proof Dome Cameras
Firm Quantity: 9 UI: EA

P/N Proposed : _____ Manufacturer Proposed: _____

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 015 Table 7 Outdoor PTZ Cameras
Firm Quantity: 10 UI: EA

P/N Proposed : _____ Manufacturer Proposed: _____

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 016 Table 8 PIL Cameras
Firm Quantity: 5 UI: EA

P/N Proposed : _____ Manufacturer Proposed: _____

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 017 Milestone XProtect® Corporate device license keys
Firm Quantity: 47 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 018 Training
Firm Quantity: 2 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 019 Labor
Firm Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
Applicable Taxes excluded).

Item 020 Extended Warranty – 12 Months
(In addition to the initial 12 month warranty)

Option Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 021 Extended Warranty – 12 Months (In addition to Item 020)
Option Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Item 022 Extended Warranty – 12 Months (In addition to Item 021)
Option Quantity: 1 UI: EA

Firm unit price of \$ _____ Delivered Duty Paid at Fort Frances, Ontario, Canada
(Applicable Taxes excluded).

Delivery/Installation of the CCTV System ARO: _____ Weeks.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 97509-146170
Security Classification / Classification de sécurité

**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	Canada Border Services Agency	
2. Branch or Directorate / Direction générale ou Direction Operations Branch / Northern Ontario Region / CPSD		
1. 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 Replace defective monitor at main counter near the cash station and replace defective camera located in Lane 4.		
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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	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"/>



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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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'enfouir 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 47504-146170
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	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
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).