

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> ACCESS CONTROL SYSTEM UPGRADE		
<b>Solicitation No. - N° de l'invitation</b> G9269-130002/B	<b>Date</b> 2013-12-18	
<b>Client Reference No. - N° de référence du client</b> G9269-130002		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-460-64215		
<b>File No. - N° de dossier</b> hn460.G9269-130002	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-01-28</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guertin, Benoit		<b>Buyer Id - Id de l'acheteur</b> hn460
<b>Telephone No. - N° de téléphone</b> (819) 956-4479 ( )		<b>FAX No. - N° de FAX</b> (819) 953-4944
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA PORTAGE IV 140 PROMENADE DU PORTAGE GATINEAU Quebec K1A0J9 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
6B1, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Mandatory Site Visit

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Contract Award

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

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Shipping Instructions - Delivery at Destination

#### **List of Annexes:**

Annex A - Statement of Work;  
 Annex "B" - Prices / Milestone Schedule  
 Annex C - Security Requirements Check List.

Annex "D" - Mandatory Criteria  
 Annex "E" - Rated Criteria

## 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 contractor must provide the goods and/or services in accordance with the technical requirements stated herein at Annex "A"

#### 2.1 Delivery Requirement

Delivery is requested to be completed by March 31, 2014.

### 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.

## 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

(End of page)

## **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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## **3. Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site a visit to be held on January 6, 2014 at 9h30

The site visits will take place at **Place Vanier (333 North River Road, Ottawa, ON) and Place du Portage at (140 Promenade du Portage, Phase IV, Gatineau, QC)**. Bidders are to meet at the Principal Entrance of Place Vanier. The site visit for Place du Portage will take place following the Place Vanier visit.

**Bidders are to communicate with the Contracting Authority to register for the site visit.**

Bidders will be required to sign an attendance form at each site visit and they should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a

representative to either site visits **will not** be given an alternative appointment and their bids will be rejected as non-compliant.

The onus is on the bidders to arrive at the site visit in a timely manner. **Bidders arriving late will not be permitted to attend the site visit.**

Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation document through GETS.

## **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 (2 copies)
- Section II: Financial Bid (1 copy)
- Section III: Certifications (1 copy)
- Section IV: Additional Information (1 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. It is the bidder's responsibility to demonstrate that their products are CANSEC approved.

**(End of page)**

**Technical Documentation**

TECHNICAL/DESCRIPTIVE LITERATURE MUST BE SUBMITTED AS PART OF THE TECHNICAL BID PACKAGE PRIOR TO THE BID CLOSING DATE. FAILURE TO COMPLY WILL RENDER YOUR BID NON RESPONSIVE.

**Section II: Financial Bid**

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

Bidders must submit their financial bid on **Annex “B” - Prices / Milestone Schedule** in accordance with the following Basis of Pricing:

All prices must be firm in Canadian dollars, Delivery Duty Paid (Destination), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination, installation and all applicable Custom Duties and Excise Taxes included.

**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 Delivery Offered**

Bidders are to indicate their best delivery dates along with their prices in Annex “B”

**1.3 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:

**(End of page)**

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

### **1. Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. 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 Criterion**

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

Compliance with the description of work in Annex "A"

Technical Compliance with Annex "D" - Mandatory Criterion

Attend site visit, as per Part 2, point 5 of the RFP.

#### **1.2 Point Rated Technical Criterion**

Bidders meeting the entire mandatory criterion described in Annex "D" will be evaluated against the point rated criterion in Annex "E". To be considered responsive, bidders must obtain a total pass mark of 70%.

### **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](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.

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

### **1. Security Requirement**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.



3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

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

5. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
- (b) Industrial Security Manual (Latest Edition).

## **2. Statement of Work**

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein at Annex "A".

### **2.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

## **3. Standard Clauses and Conditions**

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

### **3.1 General Conditions**

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

**(End of page)**

## **4. Term of Contract**

### **4.1 Period of the Contract**

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at 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 two (2) additional 4-month periods under the same conditions. The Contractor agrees

that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least twenty (20) calendar days 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:

Benoit Guertin - Supply Specialist  
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) 956-4479 Facsimile: (819) 953-4944  
E-mail address: benoit.guertin@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 Project Authority**

The Project Authority for the Contract is:

Name: will be inserted at contract  
Telephone: (xxx) xxx-xxxx  
Facsimile: (xxx) xxx-xxxx  
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.

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

Name and telephone number of the person responsible for:

#### **General Enquiries**

Name: will be inserted at contract Name: will be inserted at contract  
Telephone: will be inserted at contract Telephone: will be inserted at contract

Facsimile: will be inserted at contract Facsimile: will be inserted at contract  
E-mail: 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 a firm lot prices for the equipment and installation as specified in Annex "B" - Milestone Payments. 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 Milestone Payments**

SACC Manual clause H3010C (2010-01-11) Milestone Payments

### **6.4 Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

## **7. Invoicing Instructions - Progress Payment Claim**

7.1 The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- all information required on form PWGSC-TPSGC 1111;
- all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- the description and value of the milestone claimed as detailed in the Contract.

7.2 Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

7.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

7.4 The Contractor must not submit claims until all work identified in the claim is completed.

## **8. Certifications - Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if 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 \_\_\_\_\_. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) 2010A (2013-04-25) General Conditions - Goods, (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Milestone Payment Schedule
- (e) Annex C, Security Requirements Check List
- (f) the Contractor's bid dated \_\_\_\_\_ *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s))*

## **11. Shipping Instructions - Delivery at Destination**

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) \_\_\_\_\_ *(insert the named place of destination)* Inco terms 2000 for shipments from a commercial contractor.

# **ANNEX "A" - Statement of Work**

## **1.0**

- All non-Cansec panels to be removed and replaced by H1000 Cansec Panels and integrated with the Department's existing Cansec software.
- All parts removed within this project shall be return to ESDC Security Department for proper disposal.

- Vendor shall insure that the Hurricane software used at all ESDC location is windows 7 compatible.
- All compatible readers, alarm and LAN wiring already in place will be kept and reutilised. The upgrade will be completed by locations as identified in the following tables:

- Stage 1) Portage IV; Upgrade/Replace to Cansec Panels and Upgrade Can LAN;  
 Stage 2) Portage II; Upgrade/Replace to Cansec Panels and Upgrade Can LAN;  
 Stage 3) Vanier; Upgrade/Replace to Cansec Panels and Upgrade Can LAN;  
 Stage 4) Remote Locations; Upgrade/Replace to Cansec Panels and Upgrade Can LAN;  
 Stage 5) Optical Retractable Barriers; Replacement in Portage II & IV.

#### **STAGE 1 - PORTAGE IV, 140 PROMENADE DU PORTAGE & CANLAN2**

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Building Name	Portage IV
Address	140 Promenade du Portage, Gatineau, QC
Floor(s)	10 <sup>th</sup> (Media Room)
Door with card reader	4x
Arming Readers Quantity	3x
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	2x
Power Supply	2x
Transformer	2x
Battery	2x
ACS Managed at	Portage IV ID Room

Building Name	Portage IV
Address	140 Promenade du Portage, Gatineau, QC
Floor(s)	2 <sup>nd</sup> (Internal Audit Bureau)
Door with card reader	2x

Arming Readers Quantity	None
Readers to be replaced by 37 bits format	2x
Current Product	HID Stand Alone
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	1x
Power Supply	1x
Transformer	1x
Battery	1x
Wiring to Lan Closet	1x
ACS Managed at	Portage IV ID Room

<b>Building Name</b>	<b>Portage IV</b>
Address	140 Promenade du Portage, Gatineau, QC
Floor(s)	2 <sup>nd</sup> (Lab)
Door with card reader	1x
Arming Readers Quantity	None
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	None, Shall connect to existing IAB Trunk
Panel (CA-H1000)	1x
Power Supply	1x
Transformer	1x
Battery	1x
ACS Managed at	Portage IV ID Room

Building Name	<b>Portage IV</b>
Address	140 Promenade du Portage, Gatineau, QC
Floor(s)	Level 01, Mailroom
Door with card reader	1x
Arming Readers Quantity	None
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	1x
Power Supply	1x
Transformer	1x
Battery	1x
ACS Managed at	Portage IV ID Room

Building Name	<b>Portage III</b>
Address	11 Laurier, Tower C, Gatineau, QC
Floor(s)	Ground (Bike Cage, Outside)
Door with card reader	1x
Arming Readers Quantity	None
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement to Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	1x
Power Supply	1x

Transformer	1x
Battery	1x
ACS Managed at	Portage IV ID Room

Building Name	<b>CANLAN2 UPGRADE</b>
Address	140 Promenade du Portage, Gatineau, QC
Address	105 Hôtel de Ville, Gatineau, QC
Address	165 Hôtel de Ville, Gatineau, QC
CA-CANLAN2 (Portage IV & 105 Hôtel de Ville)	12x
CA-CANLAN2 (Portage II)	3x
ACS Managed at	Portage IV ID Room

## **STAGE 2 - PORTAGE II, 165 HÔTEL DE VILLE**

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Building Name	<b>Portage II</b>
Address	165 Hotel-de-Ville, Gatineau, QC
Floor(s)	11 <sup>th</sup> (MO & DMO)
Door with card reader	12x
Arming Readers Quantity	5x
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	Shall connect to existing CanLan on floor
Panel (CA-H1000)	6x
Power Supply	6x
Transformer	6x



Battery	6x
ACS Managed at	Portage IV ID Room

Building Name	<b>Portage II</b>
Address	165 Hôtel-de-Ville, Gatineau, QC
Floor(s)	6 <sup>th</sup> (Persec, Previously Server Farm)
Door with card reader	2
Arming Readers Quantity	None
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	Shall connect to existing CanLan on floor
Panel (CA-H1000)	1x
Power Supply	1x
Transformer	1x
Battery	1x
ACS Managed at	Portage IV ID Room

### STAGE 3 - REMOTE LOCATIONS

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Building Name	<b>Narono</b>
Address	360 Laurier West
Floor(s)	7 <sup>th</sup>
Door with card reader	3
Arming Readers Quantity	2
Readers to be replaced by 37 bits format	None
Current Product	Cansec CP40

Upgrade or Replacement	Replacement with CP40 Chip upgrade
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	2x
Power Supply	2x
Transformer	2x
Battery	2x
ACS Managed at	Portage IV ID Room

Building Name	<b>Place du Centre</b>
Address	200 Promenade du Portage, Gatineau, QC
Floor(s)	Suite 0990 & 0291
Door with card reader	3
Arming Readers Quantity	None
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	2x
Power Supply	2x
Transformer	2x
Battery	2x
ACS Managed at	Portage IV ID Room

Building Name	<b>Place du Centre</b>
Address	200 Promenade du Portage, Gatineau, QC
Floor(s)	Suite 5010

Door with card reader	2
Arming Readers Quantity	None
Readers to be replaced by 37 bits format	1x
Current Product	Honeywell WinPak and Arex
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	1x
Power Supply	1x
Transformer	1x
Battery	1x
Wiring	1x
ACS Managed at	Portage IV ID Room

<b>Building Name</b>	<b>Place Montcalm</b>
Address	200 Montcalm St. Gatineau, QC, Tower A
Floor(s)	Ground, 1, 2, 3, 4, 5, 6 & 7
Door with card reader	5, 3, 4, 3, 3, 3, 3 & 3 (27 Total)
Arming Readers Quantity	3, 3, 3, 3, 3, 3, 3 & 3 (24 Total)
Readers to be replaced by 37 bits format	None
Current Product	Honeywell WinPak
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	7x
Panel (CA-H1000)	17x
Power Supply	17x
Transformer	17x
Battery	17x

ACS Managed at	Portage IV ID Room
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**STAGE 4 – VANIER TOWERS, 333-355 RIVER ROAD**

Building Name	<b>Vanier Tower A</b>
Address	333/355 North River Rd. Ottawa, ON
Floor(s)	2 <sup>nd</sup> to 18 <sup>th</sup>
Door with card reader	N/A
Panels	22
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	None
Current Product	Cansec CP-30
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	6x
Panel (CA-H1000)	22x
Power Supply	22x
Transformer	22x
Battery	22x
ACS Managed at	Vanier ID Room

Building Name	<b>Vanier Tower A</b>
Address	333/355 North River Rd. Ottawa, ON
Floor(s)	2 <sup>nd</sup> to 18 <sup>th</sup>
Door with card reader	N/A
Panels	37
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	None
Current Product	Cansec

Upgrade or Replacement	CP-40 Chip Upgrade
Cansec LAN COM (CA-CANLAN2)	5x
Chip	37x
Battery	37x
ACS Managed at	Vanier ID Room

Building Name	<b>Vanier Tower B</b>
Address	333/355 North River Rd. Ottawa, ON
Floor(s)	Nil
Door with card reader	106
Panels	59
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	None
Current Product	Cansec
Upgrade or Replacement	CP-40 Chip Upgrade
Cansec LAN COM (CA-CANLAN2)	Nil
Chip	59x
Battery	59x
ACS Managed at	Vanier ID Room
Building Name	<b>Time Square</b>
Address	47 Clarence St. Ottawa, ON
Floor(s)	Nil
Door with card reader	16
Panels	8 (CP-30)
Readers to be replaced by 37 bits format	None
Current Product	Cansec CP-30

Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	8x
Power Supply	8x
Transformer	8x
Battery	8x
ACS Managed at	Vanier ID Room

Building Name	<b>Carling</b>
Address	1550 Carling Av. Ottawa, ON
Floor(s)	Main Floor
Door with card reader	1
Panels	1
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	None
Current Product	Cansec CP-30
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	1x
Labour estimated (quantified in hours)	6x
Power Supply	1x
Transformer	1x
Battery	1x
ACS Managed at	Vanier ID Room

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Building Name	<b>McArthur</b>
Address	248 MacArthur Rd. Ottawa, ON
Floor(s)	Main Floor
Door with card reader	12
Panels	6
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	None
Current Product	Cansec
Upgrade or Replacement	CP-40 Chip Upgrade
Cansec LAN COM (CA-CANLAN2)	1x
Chip	6x
Battery	6x
ACS Managed at	Vanier ID Room
Building Name	<b>Place Dupuis</b>
Address	282 Dupuis West, Ottawa, ON
Floor(s)	1 <sup>st</sup> to 6 <sup>th</sup>
Door with card reader	44
Panels	9
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	None
Current Product	Cansec CP-30
Upgrade or Replacement	Replacement with Cansec H1000
Cansec LAN COM (CA-CANLAN2)	1x
Panel (CA-H1000)	9x
Power Supply	9x
Transformer	9x

Battery	9x
ACS Managed at	Vanier ID Room

Building Name	<b>Place Dupuis</b>
Address	282 Dupuis West, Ottawa, ON
Floor(s)	1 <sup>st</sup> to 6 <sup>th</sup>
Door with card reader	N/A
Panels	13
Arming Readers Quantity	Nil
Readers to be replaced by 37 bits format	44 Cansec 37 bits
Current Product	Cansec
Upgrade or Replacement	CP-40 Chip Upgrade
Cansec LAN COM (CA-CANLAN2)	1x
Chip	13x
Battery	13x
ACS Managed at	Vanier ID Room

#### STAGE 1-4 - TOTALS BY DEFINITION

Items	Quantity
H1000 Panels	<b>75</b>
Firmware Chips	<b>111</b>
CanLan2	<b>44</b>
Battery	<b>190</b>
Power Supply	<b>75</b>
Transformer	<b>88</b>



Reader (Encrypted card reader)	47
Wiring	2

## STAGE 5 - OPTICAL RETRACTABLE BARRIER

A new optical retractable barrier shall be installed to replace existing ones at 2 locations; 140 Promenade du Portage on level 1 (Phase IV) and 165 Hotel-de-Ville (Phase II) on level 2. New optical retractable barriers will need to be compatible with the current panels and readers and integrated to the existing Cansec system.

The optical retractable barrier will monitor and will be able to restrict pedestrian traffic between public and secure areas in Portage IV, 140 Promenade du Portage and Portage II. Each optical retractable barrier lane will be capable of determining the number and direction of persons passing through the lane. Each optical retractable barrier shall be able to authorize passage to persons presenting a valid electronic security card. Optical retractable barriers shall be integrated with the building access control system.

Optical retractable barriers will replace existing accordingly to;

- 1) 140 Promenade du Portage, Level 1.  
4 lanes for Low Rise Tower  
  
3 lanes for High Rise Tower
- 2) 165 Hotel-de-Ville, Level 2.  
4 lanes, 2 on each side of the security reception desk (commissionaires).

The optical retractable barriers are to be installed at the same location as the existing ones. The panels currently located inside the turnstiles shall be relocated by the vendor in the same room as the power source (one level below).

Optical retractable barriers locations and requirements will be as follows:

### **165 Hôtel-de-Ville level 2:**

Four lanes will be installed. Two lanes on both sides of the reception security desk. Those optical retractable barriers shall have the proper accessibility to allow wheelchair users to present their electronic ID card, without an alarm being triggered.

### **140 Promenade du Portage level 1:**

Seven lanes shall be installed. Four lanes at the high rise access point and three lanes at the low rise access point. Those optical retractable barriers shall have the proper accessibility to allow wheelchair users to present their electronic ID card, without an alarm being triggered.

**Detection sensors:** Design of the unit shall feature multiple sensors.

- Each sensor shall resist all interference from natural and indoor lighting. Sensors shall be deployed in a matrix configuration, such that each optical receiver shall detect the beams

from several optical transmitters. Sensors shall be deployed at differing heights to be able to detect obstacles (i.e. small children, guide dogs, wheelchairs, etc...) which would prevent the barriers from closing.

- Each sensor shall use pulsed beams (beams that rapidly turn on and off) to allow perfect operation in direct sunlight and so as not to be fooled by a flashlight.
- The optical retractable barrier shall be able to allow traffic in both directions. Each direction may be in one of three states:
  - Free passage: all persons are authorized to pass under all conditions.
  - Card Access: each person must present a valid security card to the card reader before being authorized to pass.
  - Lane closed: no persons are authorized to pass, and security cards are ignored.

**Physical description:** The optical retractable barrier shall be composed of electrically controlled barrier of retracting glass type and permanently mounted to the floor.

- Each unit shall be housed in brushed #4 stainless steel housing with easily accessed but discrete fasteners, the dimensions will be 48" in length by 20" in width by 41" in height (tolerance of +/- 1 inch). Each unit's internal structure shall be made of steel.
- Each sensor shall be composed of a separate transmitter and receiver; no reflectors shall be used.

**Card readers:**

- There shall be space for two card readers per lane (one for each direction).
- The turnstile shall be able to accommodate a top-mounted or side-mounted card reader.
- The turnstile shall be able support any card reader that is compatible with the access control system and presently used.
- It shall be possible to shunt one card reader in a lane when the other has recently accepted a card (to prevent two people from passing through the lane in opposite directions simultaneously).

**System Integration:**

- Each unit shall accept guard shunt inputs to permit remote release (by authorized personnel); this would typically be wired to a pushbutton at the guard desk to allow a site visitor to enter without a badge and without generating an alarm. When the input contact is closed momentarily, then released, the turnstile will open the lane for a single person to pass in one direction without presenting a badge, and will wait for many seconds (configurable by the installer) for the person to actually walk through; while the contact is held, the lane will act as if it were in free passage mode—any number of persons shall be allowed to pass without presenting an electronic ID badge.
- Each unit shall signal the passage of a pedestrian in each direction (in/out).
- Each unit shall signal trouble with the unit.
- Each dry contact input shall have a corresponding LED or light source to show the status of that contact input (for debugging purposes); the LED shall turn on when the contact input is closed, and the LED shall turn off when the contact input is open.

- It shall be able to control the turnstiles (set free passage/card access/lane closed mode, clear alarms, manually authorize access for a single person) by all of the following methods:
  - from the access control system (via relays).
  - from a desktop-mounted control panel .
  - from a Windows 7-based software package.
- It shall be able to control “integration parameters” from dip switches within the turnstile and from a Windows 7-based software package.
- Independently configurable parameters shall include:
  - whether the audible outputs should be a solid tone or whether they should beep several times
  - the rate at which the audible outputs pulse (their beeping speed)
  - the total length of the audible alarm, in seconds
  - the rate at which the end lights flash (during alarm)
  - the total length of the visual (flashing light) alarm
  - whether to infer that access has been denied if an access granted signal isn’t received in a given period of time; also, the length of time to wait the length of time to allow a beam to be blocked before generating an alarm
  - whether to generate an alarm when a person partially enters the sensor array then backs out.
  - whether to generate door contacts when a person walks through a lane in free passage mode.
  - the length of the door contact pulses generated when people walk through.

In particular, it shall be able for the installer/end-user to set different timeouts for the audible and visible alarms (i.e., it shall be possible to, for each alarm, generate a two second audible tone and have the end and top lights flash for 10 seconds).

#### **User Interface:**

- Design of the unit shall feature coloured lights on the ends of the turnstiles, clearly visible by a person approaching from a distance of 15 meters, in direct sunlight.
  - Yellow shall mean unit ready to accept user card.
  - Green shall mean acceptance of card and permission granted to proceed.
  - Red shall mean that the lane is closed/disabled.
  - Alternating red and yellow shall indicate permission denied.
  - Flashing red shall indicate an alarm.
- The unit shall feature lighted pictogram indicators on the horizontal top surface of the turnstile. Lights shall use LEDs or other light sources.

- A green arrow light shall appear when the person may walk through (i.e., when their card has been accepted, or when the lane is in free passage mode).
  - A red circle-and-line “do not enter” symbol shall appear when the lane is closed, and shall flash when an alarm occurs.
  - Each pictogram indicator shall use optical louvers; a person using a lane shall have difficulty seeing pictograms on adjacent lanes, but shall see the pictograms for their own lane clearly.
- The unit shall clearly indicate where the card should be presented:
    - For card readers mounted on top of the turnstile, concealed under a Corian, granite, or other similar top surface: there shall be a 5” diameter stainless steel ring embedded in the top surface. A hand-with-card pictogram shall be engraved within the ring, and the engraved lines that form the pictogram shall be filled with brilliant white paint for easy visibility.
    - For card readers mounted on the side of the turnstile, a frosted or opaque plastic panel shall conceal the card readers. The plastic panel shall be flush with and follow the form of the side of the turnstile.

#### **Accessibility:**

- The turnstile shall detect and disregard guide dogs (i.e., the turnstile shall not generate an alarm when an authorized user walks through accompanied by a guide dog).
- The turnstile shall detect and disregard wheelchairs (i.e., the turnstile shall not generate an alarm when an authorized user rolls through in a wheelchair).
- The turnstile shall allow wheelchair users to partially enter the lane before presenting their electronic ID card, without an alarm being triggered (i.e., the user can roll into the lane, present the card, and roll through; the user doesn’t need to stay outside the lane and stretch awkwardly to present the card).

#### **Performance and reliability:**

- Each turnstile shall provide a throughput with a minimum of 30 people per minute, provided that the delay from card read to access granted signal is less than 0.5 seconds.
- Design of the unit shall provide for the sensing of "tailgating" of detecting pedestrians walking with a minimum following distance of 6mm (1/4"). Detection of tailgating shall trigger the alarm.
- The unit shall use no moving parts outside the barrier mechanism. In particular, the unit shall use no cooling fans; cooling fans fail over time, and cause cascading failures as components overheat.

#### **Alarms:**

- Design of the unit shall feature the activation of an alarm and signal to the security system (via a relay contact closure), with automatic reset to "ready" mode after an adjustable time period. It shall be possible to have simultaneous audible and visual

alarms (flashing lights) on the turnstile. It shall be possible to adjust the length of the audible alarm independently of the length of the visual alarm.

- It shall be possible to terminate an alarm from a remote switch (mounted on the guard desk), from a desktop control panel, or from a Windows 7 base software package.
- Design of the unit shall trigger an intermittent alarm if the lane is blocked longer than a period of time (which shall be adjustable) and cause the "do not enter" signals to flash, with adjustable duration.
- The turnstiles shall be fault tolerant.
- The turnstile shall detect and discern common objects carried by people, and will avoid generating alarms for: wheeled carry-on size suitcases (pushed in front of or pulled behind the person), briefcases, purses, book bags, canes, umbrellas, guide dogs.
- The unit shall be able to detect, discern, and avoid generating alarms for common objects while still offering ¼" tailgate detection (i.e., units that can only offer a low false alarm rate when "security sensitivity" is reduced shall not be acceptable).
- The turnstile shall not generate an alarm if only a single beam is broken.
- The turnstile shall not shunt any sensors during the passage; all detection beams shall remain active at all times.
- Unless in "service mode", the turnstile shall not ignore sensors or objects in the detection array at any time; ignoring beam activity for a given period of time as or after a person walks through shall not be an acceptable method of reducing false alarms due to swinging arms, purses, packages, etc.
- The turnstile shall allow a person to partially enter the lane before an access granted is received without generating an alarm; it shall be possible to configure the sensitivity to persons partially entering the lane.
- The turnstile shall not generate an alarm when it is bumped or otherwise pushed out of alignment.

#### **Barrier configuration:**

- The retractable barriers shall be normally closed, unless released by the fire alarm system.
- Barriers shall be prevented from activation in the event that deployment could strike and or injure the pedestrian; the unit shall be able to use multiple sensors to detect when a person or object is in the barriers' path.
- Barriers shall retract immediately if they encounter resistance while closing.
- Barriers shall automatically return to the normally closed position after the last sensor has been cleared.
- Barriers shall be lockable; when locked, once fully closed, barriers shall not retract if a person tries to force them open.
- Turnstiles shall be designed to immediately return to the barrier free mode upon activation of the fire alarm system and/or power failure. When the fire alarm input is triggered, the turnstile shall open barriers, go to "free passage" mode in both directions, and keep the turnstile electronics active to generate door contacts for the access control system (for people-counting purposes).
- When power is lost, the barriers shall automatically retract, solely by mechanical means.

**Design of the barriers:**

- There shall be two barriers per lane, with each barrier blocking approximately half the width of the lane.
- The barriers shall move only in a vertical plane that is perpendicular to the pedestrian's direction of travel; the barriers shall not, in their course of movement, move towards or away from the pedestrian.
- Each barrier shall have a flat vertical surface area of at least 250 square inches.
- The turnstile shall be the type of barriers, as specified below:
  - "Retractable door" style barriers that are rectangular in shape, and function like elevator doors, extending the full height of the lane; such barriers will travel and retract in a level motion—the top of the barrier will remain at a constant height throughout its range of motion.
  - The retractable doors will not be higher than waist level (tolerance of 39") from the ground.
- The barriers shall retract to be flush with the turnstile; when fully open, the barriers shall not encroach upon the traffic area.
- The barriers shall be made of tempered glass not less than 5/16" thick.
- The barriers shall normally be operated in a normally-closed position; the barriers shall open to permit a person to pass, and shall close as soon as the person has clear the barrier.
- It shall be possible to disable the barriers on-the-fly; in such a case, the barriers shall retract into the turnstile, and the turnstile shall behave as a barrier-free turnstile; it shall be possible to enable this behavior from a desktop control panel, from software running on a Windows computer, and by the fire alarm input.
- The barrier shall be powered by a servo motor, and shall be able to operate at varying speeds; the barrier shall be able to open or close in less than 0.75s
- The barrier and motor shall be designed for a 100% duty cycle (continuous operation - running at a constant throughput of a minimum of 30 people per minute, 24 hours a day, 7 days a week).

The turnstiles will fit directly in place of the existing ones without additional re-design (dimensions wise).

The product must meet UL325 Certification required for commercial door installations. UL325 contains nationally recognized minimum safety requirements. Covers electric operators for doors, draperies, gates, louvers, windows and other opening and closing appliances rated 600v or less to be employed in ordinary locations in accordance with the National Electric Code.

A commercial/industrial door operator shall comply with one of the following:

a) Shall be constructed so that:

- 1) The operator requires constant pressure on a control to close the door.

- 2) The operator stops or reverses direction of the door when constant pressure on a control is removed prior to the operator reaching its close limit.
  - 3) The operator limits a portable transmitter or automatic actuation device, when supplied, to function only to cause the operator to open the door.
  - 4) It is not possible to make simple modifications by adding, suppressing or changing the connection of wires in the internal control circuit(s) to allow any other method of operation that does not require constant pressure on a control to close the door without also complying
- b) Shall require the connection of an external entrapment protection device.
- c) Shall be provided with any other external device that provides entrapment protection equivalent to a.

## **2.0 STAGES**

### **Stage 1**

Replace all non-Cansec panel products at 140 Promenade du Portage by Cansec H1000, Hurricane Cansec compatible and upgrade all CanLan/Lantronic to CanLan2 in 3 locations, all wired connection (no wireless).

### **Stage 2**

Replace all non-Cansec panel products at 165 Hotel De Ville by Cansec H1000, Hurricane Cansec compatible.

### **Stage 3**

Replace all non-Cansec panel products at remaining remote locations by Cansec H1000, Hurricane Cansec compatible.

### **Stage 4**

- Upgrade current Maestro Cansec Software to Cansec Hurricane Software at Vanier ID Room, 333-355 North River Road.
- Upgrade all chips and firmware of Cansec panels located in the Ontario NCR locations.
- Replace all non-Cansec or non-upgradable (Too old CP30 panels) with H1000, Hurricane Cansec compatible.
- Connect the database with Phase IV ID Room unit (Database reconciliation) thus having only one database and security management system for entire NCR Region.

### **Stage 5**

New optical retractable barrier will have to be installed to replace existing ones at 2 locations; 140 Promenade du Portage on level 1 and 165 Hotel-de-Ville on level 2.

## **3.0 Work Locations**

**Note: Due to lease changes and site closures, the following list of work locations may be amended. This may have an impact on the total contract amount.**

#### Portage IV

- 140 Promenade du Portage, Gatineau, QC
- 11 Laurier, Tower C, Gatineau, QC (Bike Cage)

#### Portage II

- 165 Hôtel-de-Ville, Gatineau, QC

#### Vanier

- 333/355 North River Rd. Ottawa, ON

#### Remote Locations

- 360 Laurier West, Ottawa, ON
- 200 Promenade du Portage, Gatineau, QC
- 200 Montcalm St. Gatineau, QC
- 47 Clarence St. Ottawa, ON
- 1550 Carling Av. Ottawa, ON
- 248 MacArthur Rd. Ottawa, ON
- 282 Dupuis West, Ottawa, ON

#### **4.0 PERFORMANCE AND MONITORING**

The Technician Operator located in the Identification control center will report progress and conditions to the RSO as the project Phases are completed.

### **Annex “B” - Prices / Milestone Schedule**

#### **Milestone schedule**

<b>Milestone No.</b>	<b>Description (as per Annex A)</b>	<b>Firm Amount (\$)</b>	<b>Delivery Date (mm/dd/yy)</b>
<b>1</b>	Stage 1		
<b>2</b>	Stage 2		
<b>3</b>	Stage 3		
<b>4</b>	Stage 4		
<b>5</b>	Stage 5		
<b>6</b>	Stage 6		

Total amount (Sum of milestones 1 to 6) :\$\_\_\_\_\_



## **Annex “C” - Security Requirement Check List**

**Attached hereto under separate cover.**

### **Annex “D” - Mandatory Criteria**

<b>Evaluation Mandatory Requirements</b>			
<b>Item</b>	<b>Description</b>	<b>Pass</b>	<b>Fail</b>
M1	Company demonstrates at least 5 years of experience in the Access Control System business line with Government of Canada departments, agencies or other projects in similar size and scope  (References may be required)		
M2	Company demonstrates that they are an Authorized Cansec Dealer.		
M3	Company demonstrates that all employees (including sub-contractor) have a Reliability Status (minimum security clearance required) and can provide proof of this certification.		
M4	Company demonstrates that they have at least 6 direct employees responsible for technical support and administration.  (Sub-Contractor shall not be included in the count).		
M5	Company demonstrates that they currently have a local office in the National Capital Region (within a 25 Kilometers radius from 140 Promenade du Portage, Phase IV, QC, K1A 0J9).		
M6	Company demonstrates that their employees and sub-contractor(s) are licensed to work (construction and security type business) in both the Ontario and Quebec provinces.		

### **Annex “E” - Rated Criteria**

Each rated criterion is based on the comparison of each submission against the following scale rating of 0 to 10 (10 points for superior to 0 points for “did not submit information”). Consider the following table in order for each evaluation team member to shar a common understanding of the evaluation scale.

<b>Points</b>	<b>Rating Level</b>	<b>Characteristic</b>
10	Meets the established* Maximum	Excellent
9	Substantially exceeds the established minimum	Very Good
8	Slightly exceeds the established minimum	Good
7	Just meets the established minimum	Acceptable

6	Just fails to meet the established minimum	(non-compliant)
5	Fails to meet the established minimum	(non-compliant)
4	Substantially below the established minimum	(non-compliant)
3 2 1	Absolutely inadequate, depending on the degree of inadequacy	(non-compliant)
0	Nil	(non-compliant)

\* Established in the solicitation document

<b>Evaluation Rated Criteria</b>		
Item	Rated Criteria	Maximum Points Available
R1	Company has all the necessary requirements to perform the work (such as financial resources, facility/accommodation space, skilled technicians, technology, equipment, and material).	10
R2	Company demonstrates a quality assurance program. This can include but not limited to: *Internal work inspections and controls; *Health and Safety procedures; *Training program; and *Supervisory guidance.	10
R3	Ability to support the Control Centers (Identification Technician Operators) located at Place Vanier and Portage IV with related ACS upgrades and troubleshooting.	10
R4	Company can demonstrate quality of services by: *Providing prompt service after installation (warranty related work); and *The hourly time required to provide onsite support (from the time of the service call to the technician arriving onsite	10
R5	Ability to complete work (includes installation, programming and troubleshooting) by March 31st 2014.	10
TOTAL POINTS AVAILABLE		50
Passs Mark - 70%		35

**(End of page)**