

**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> Workstations Supply and Install	
<b>Solicitation No. - N° de l'invitation</b> EP077-140527/A	<b>Date</b> 2013-12-24
<b>Client Reference No. - N° de référence du client</b> 20140527	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-433-64299	
<b>File No. - N° de dossier</b> pq433.EP077-140527	<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 2014-02-07</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> Ruiter, Kris	<b>Buyer Id - Id de l'acheteur</b> pq433
<b>Telephone No. - N° de téléphone</b> (819) 956-3897 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5706
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Furniture Division/Division des produits de l'ameublement  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
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>

Solicitation No. - N° de l'invitation

EP077-140527/A

Amd. No. - N° de la modif.

File No. - N° du dossier

pq433EP077-140527

Buyer ID - Id de l'acheteur

pq433

CCC No./N° CCC - FMS No/ N° VME

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Client Ref. No. - N° de réf. du client

20140527

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

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

### **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid, dated \_\_\_\_\_.

### **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: one hundred and twenty (120) days

### **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.

### **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 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

Bidders must include in their pricing any additional components required to complete the floor plans at Annex C.

**1.1 Exchange Rate Fluctuation**

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**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.

**1.2 Financial Evaluation**

*SACC Manual Clause A0220T (2013-04-25), Evaluation of Price*

**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 will be recommended for award of a contract.

**3. Security Requirement**

3.1 At the date of bid closing, 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;

3.2 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](http://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\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

#### **2.1 Product Conformance**

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of Annex A.

The Bidder certifies that all the components including all required hardware to complete the workstations and floor plan(s) at Annex C must be provided and form part of this requirement.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

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

### **1. Security Requirement**

- 1.1 The Contractor must, at all times during the performance of the Contract, hold a valid **Facility Security Clearance** at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
- 1.3 The Contractor **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
  - (b) *Industrial Security Manual* (Latest Edition).

### **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid, dated \_\_\_\_\_.

### **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.

Section 09 - Warranty, of general conditions 2010A, is amended as follows:

DELETE: The warranty period will be twelve (12) months

INSERT: The warranty period will be a minimum of ten (10) years with the exception of user adjustable components, which will have a minimum warranty of five (5) years.

Section 09 - Warranty of general conditions 2010A, is amended by deleting subsection 2 in its entirety and replacing it with the following:

The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also 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 as directed by Canada. If, in the opinion of Canada, 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. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

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

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

The Work is to be performed in phases during the period of (date of Contract Award) to (to be inserted after Contract Award).

#### **5. Authorities**

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

The Contracting Authority for the Contract is:

Kris Ruiter  
Supply Team Leader  
Furniture Division/CCPD/CASMS  
Acquisitions Branch  
Public Works and Government Services Canada  
11 Laurier St. 6B3  
Gatineau, Quebec, K1A 0S5  
Telephone: 819-956-3897  
Facsimile: 819-956-5706  
E-mail: [kris.ruiter@tpsgc-pwgsc.gc.ca](mailto:kris.ruiter@tpsgc-pwgsc.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: (To be inserted after Contract Award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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 (To be completed by the Bidder)**

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

**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 lot prices, as specified in Annex B for a cost of \$ (to be inserted at Contract Award). 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 Multiple Payments**

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

**6.3 Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

<b>Milestone number</b>	<b>Deliverable</b> (In accordance with Annex A - Statement of Work and Annex B – Basis of Payment)	<b>Firm Amount</b>
1	Phase One : Supply, delivery of product	<u>(to be inserted at Contract Award)</u>
2	Phase One: Installation	
3	Phase Two : Supply, delivery	
4	Phase Two: Installation	

**6.4 T1204 - Direct Request by Customer Department**

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

**7. Invoicing Instructions**

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.

7.1 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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

7.2 The invoice must contain the following:

- Name and address of the consignee,
- Item reference number, deliverable and/or quantity or description of work,
- Contract number,
- Financial codes,
- All separate charges detailed individually,
- Invoice total,
- The Contractor's Vendor Code or Procurement Business Number (PBN)

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or 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.

### **8.2 Product Conformance Certification**

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A. The contractor must keep proper records and documentation relating to the product conformance and the Testing Requirements in Annex A. The Contractor must not, without obtaining the prior written consent of the Contracting Authority, dispose of any such records or documentation until the expiry of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

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

In addition, the Contractor must provide representatives of the Contracting Authority access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the Contracting Authority may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of the Contracting Authority may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A. The Contractor must forward such test pieces and samples to such person or location as the representatives of the Contracting Authority specifies.

### **8.3 SACC Manual Clauses**

A9062C (2011-05-16) Government Forces Site Regulations

B7500C (2006-06-16) Excess Goods

G1005C (2008-05-12) Insurance

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **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) the general conditions 2010A (2013-04-25) General Conditions – Goods (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Floor Plans
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_ (to be inserted at Contract Award).

## **11. Shipping Instructions**

The goods must be shipped in accordance with the delivery destinations identified at Annex B – Basis of Payment.

Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) Ottawa, ON, Incoterms 2000 for shipments from a commercial contractor.

## **12. Building Security and Security Escort Procedures**

- 12.1 Personnel will be checked daily at start of work shift and provided with pass which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.
- 12.2 Personnel employed on this project must be escorted when executing work in non-public areas during normal working hours. Personnel must be escorted in all areas after normal working hours.
- 12.3 Submit an escort request to Departmental Representative at least 14 days before service is needed. For requests submitted within time noted above, costs of security escort will be paid for by Departmental Representative. Cost incurred by late request will be Contractor's responsibility.
- 12.4 Any escort request may be cancelled free of charge if notification of cancellation is given at least 4 hours before scheduled time of escort. Cost incurred by late request will be Contractor's responsibility.
- 12.5 Calculation of costs will be based on average hourly rate of security officer for minimum of 8 hours per day for late service request and of 4 hours for late cancellations.

## **13. Installation Instructions**

- 13.1 The Contractor must start the installation of the products within two weeks of being notified in writing by the Project Authority.

- 13.2 The Contractor must complete the installation within two weeks of the date the Contractor commences the installation.

#### **14. Installation Services**

Installation services must be provided for the products offered. The minimum level of service required is detailed below. The Contractor must:

- 14.1 Receive, unload, store and transport all product/pieces to the staging and/or installation area;
- 14.2 Unpack all pieces and inspect product for shipping damage;
- 14.3 Install all products in accordance with the manufacturer's specifications;
- 14.4 Ensure all other products function properly and make minor adjustments/repairs;
- 14.5 Touch up all minor nicks and scratches on the furniture that may have occurred during installation;
- 14.6 Clean the product once installed;
- 14.7 Clean up installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the likes from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor;
- 14.8 Upon completion of the installation and at the request of the Project Authority, the Contractor (or his authorized representative) must walk through the installation area with the Project Authority (or an authorized representative of the Project Authority to verify the operating condition of all products in accordance with the Deficiency Procedures.

#### **15. Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures;

- 15.1 The Contractor must notify the Project Authority when the installation is completed;
- 15.2 The Project Authority must arrange for the inspection with the Contractor;
- 15.3 The inspection must take place no later than three business days after installation is completed;
- 15.4 If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
- 15.5 The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
- 15.6 The deficiency list must be forwarded by the Project Authority to the Contractor;
- 15.7 Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;

- 15.8 For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or completion dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
- 15.9 The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

Annex A

Please See Attached: Specifications

**ANNEX B – Basis of Payment**

**1.0 Pricing Table**

**1.0 Pricing Table**

**Phase One**

Product Description	Quantity	Model Number	Firm Unit Price (CAD)	Extended Price (Firm Unit Price X Quantity)
Work Surface 60"x24"	110			
Work Surface 48"x24"	103			
Work Surface 36"x24"	9			
Duplex Outlets	341			
Whips	67			
Box-Box-File Pedestal	108			
Panel: Work Surface Privacy 60" W	92			
Panel: Work Surface Privacy 48" W	59			
Panel: Work Surface Privacy 36" W	9			
Panel: Work Surface Privacy 24" W	175			

Phase One: Total Price of Products	
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Phase One: Total Delivery Charges	
Phase One: Total Installation Charges	
Phase One: Total Firm Lot Price	

**Phase Two**

Product Description	Quantity	Model Number	Firm Unit Price (CAD)	Extended Price (Firm Unit Price X Quantity)
Work Surface 60"x24"	21			
Work Surface 48"x24"	21			
Work Surface 36"x24"	0			
Duplex Outlets	63			
Whips	8			
Box-Box-File Pedestal	21			
Panel: Work Surface Privacy 60" W	13			
Panel: Work Surface Privacy 48" W	13			
Panel: Work Surface Privacy 36" W	0			

Panel: Work Surface Privacy 24" W	34			
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Phase Two: Total Price of Products	
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Phase Two: Total Delivery Charges	
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Phase Two: Total Installation Charges	
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Phase Two: Total Firm Lot Price	
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<b>Total Evaluated Price: Total Firm Lot Price (Phase One) + Total Firm Lot Price (Phase Two)</b>	
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All quantities in Annex B – Basis of Payment are estimates given in good faith by Canada. Canada reserves the right to modify the quantities to meet the project requirements.

## 2.0 Delivery Dates, Installation Schedule and Loading Dock Limitations

### 2.1 Delivery Dates

Phase/Option	Delivery Destination	Deliverable	Required Delivery Date
Phase One	3545 Leitrim Road Ottawa, ON	Supply, delivery of Phase One product	Before March 31, 2014
Phase One	3545 Leitrim Road Ottawa, ON	Installation of Phase One Product	Start within two weeks of written notice by Canada
Phase Two	3545 Leitrim Road Ottawa, ON	Supply, delivery of Phase Two product	Before July 30, 2014
Phase Two	3545 Leitrim Road Ottawa, ON	Installation of Phase Two product	Start within two weeks of written notice by Canada

### 2.2 Installation Schedule and Loading Dock Limitations

Delivery and Installation are to be completed during regular working hours as defined below:

- Monday to Friday: from 7:00am to 6:00pm
- Loading Dock can accommodate cube vans.
- Installation is on the ground floor

The site contact for the delivery will be (to be inserted at Contract Award).

The Contractor is to advise the delivery and installation schedule with the Project Authority at least two weeks in advance of accessing the delivery location.

## Annex C

Please contact the Contracting Authority with your full address to obtain the floor plans.

Annex D

Please See Attached: Security Requirements Check List (SRCL)

**ANNEX A**  
**PURCHASE DESCRIPTION**  
**Solicitation EP077-140527**  
**(PRODUCT SPECIFICATIONS)**

**1.DESCRPTION**

1.1 These specifications are for the supply and installation of modular work units, comprising of a variation of interconnecting panel systems, furniture systems and storage within workstations complete with wire management and electrical capacity.

1.2 The Contractor is responsible for supplying all necessary accessories (trim, connectors, supports, wall mounts, etc.) to allow the configuration to be integrated as illustrated in the furniture data sheets 'typicals' and floor plans provided.

1.3 These specifications are to be read in conjunction with the furniture data sheets 'typicals' herein called the 'typicals'. The 'typicals' represent the ideal configuration for heights, widths and depths of products and the Contractor must maintain the footprint and the interior layout of the workspaces.

**2. PUBLICATIONS AND TEST METHODS**

2.1 All referenced publications or test methods are to the latest issue by the closing date of solicitation EP077-140527 unless otherwise indicated in the Annex.

### 3. PERFORMANCE REQUIREMENTS

3.1 Finished panels, connecting assemblies and components must be stable, interchangeable, and be clean and free from defects that may affect appearance, serviceability or safety.

3.2 Design panel systems to ensure panel system components withstand functional and proof load tests to avoid tip over, structural breakage or damage and to meet various acceptance levels of serviceability to: CAN/ CGSB-44-229 Interconnecting Panel Systems and Supporting Components, with the exception of paragraph 6.2.5 Adhesives.

3.3 All mobile pedestals and freestanding storage units offered under this solicitation must meet the acceptable criteria provided in ANSI/BIFMA X5.9, when tested in accordance with the appropriate test from the referenced standard and purchase description.

3.4 Flammability: The panel fabric must meet a flame spread rating of no more than 150 and a smoke developed classification of no more than 300 when tested to the applicable requirements of the National Building Code of Canada (NBCC) in accordance with CAN/ULC-S102. The test must be conducted on each different fabric composition and interior construction. Fabrics that are 'identical' in content and weight are acceptable as comparable to the fabric tested on the panel.

3.5 All furniture floor plans are to meet the National Building Code and the National Fire Code standards.

### 4. TEST REQUIREMENTS

4.1 An Acceptable Test Facility must conduct all ANSI/BIFMA performance testing, CAN/CGSB dimensional testing and related test reports.

An Acceptable Test Facility is defined as a laboratory that is accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program for the applicable scope of testing requested.

4.2 Upon Canada's request, the Supplier must provide completed test reports to confirm compliance with the Testing Requirements. The test reports must be provided to the requester no later than the requested delivery date and at no additional charge to Canada. For each request, one copy of each report must be supplied in paper version or in CD/DVD format written in Adobe Acrobat PDF version 9 or older, as required by Canada.

4.3 Test reports must not be more than five (5) years old by the closing date of solicitation

### 5. PRODUCTS

5.1 MATERIALS:

5.1.1 Fabric must meet the following category requirements of the Association for Contract Textiles (ACT) Voluntary Performance Guidelines.

5.1.2 Particleboard must meet ANSI A208.1, grade M2 or greater when used as substrate.

- 5.1.3 Hardwood plywood must meet ANSI/HPVA HP-1, Birch species, architectural grade. Use particleboard core with Type II bond, balanced construction to minimize warping.
- 5.1.4 Plastic laminate (high pressure laminate):
  - 5.1.4.1 The performance requirements for high pressure laminate (HPL) of horizontal work surfaces must be tested in accordance with CAN/CGSB-44-229 Interconnecting Panel Systems and Supporting Components. If the HPL finish is identical for components under items 3.2 and 3.3 or testing to CAN/CGSB-44.229, it will be acceptable.
  - 5.1.4.2 All other surfaces, except fabric covered surfaces, must meet the performance requirements for painted metal.

## 5.2 INTERCONNECTED PANEL SYSTEM

- 5.2.1 Refer to the 'typicals' for proposed heights and workstation configurations.
  - 5.2.1.1 Interconnected Panel System complete with integrated wire management and electrical capacity.
- 5.2.2 Interconnected Panel System: must be stackable.

Stackable Panel: is comprised of a one piece base frame of at least work surface height and is capable of increasing from low panel height to transaction surface height, and from transaction surface height to seated privacy height.
- 5.2.3 Interconnected Panel Systems must allow panels to be connected, at the same and different heights.
- 5.2.4 Panel system to have levelling glides with 38mm (1.5") minimum height adjustability.
- 5.2.5 Panels must have 25mm (1") incremental hanging capability inherent in the panel.
- 5.2.6 Panels must facilitate finished tiles two (2) sides.
  - 5.2.6.1 Upholstered tile: installed concealed edges to prevent fraying, stable free of snags and wrinkles in finished screen.
  - 5.2.6.2 When specified, panels must have the ability to provide different colour (same grade of fabric) on each panel side.
- 5.2.7 Panels, unless otherwise indicated, must be finished with tackable fabric panel.
- 5.2.8 All tiles must be constructed in such a manner as to maintain tile shape when removed from panel frame and/or be capable of being repositioned in the frame with no sagging or loss of tensile strength.
- 5.2.9 Panel thickness: All critical aisles dimensions on plans must not be decreased.
  - 5.2.9.1 Filler panels must be available for gaps larger than 76mm (3") and less than the smallest standard panel width available.
- 5.2.10. The drawings show that the panel height is 915mm (36"), however the height range of 864 mm – 1067 mm (34 inches – 42 inches) is acceptable.

- 5.2.11 The Interconnected Panels Systems must provide capacity to accommodate industry standard communication modules, with two knockout on each side of modular sections.
- 5.2.12 The Interconnected Panels Systems must provide capacity to accommodate industry standard covers for installation over unused knockouts and access points, which are visible under normal use or installation.
- 5.2.13 Panel trim: Panel trim pieces must be metal. Unless panel top finish, ends and corner linking devices are integrated in panel design, provide panel tops, panel end trims and corner covers that can be attached to panel without visible connecting devices to provide homogeneous look and uniform, uninterrupted line of sight
- 5.2.14 Anchorage: clips, brackets and fasteners must be concealed by type recommended by manufacturer for interchangeable mounting.

### 5.3 ELECTRICAL & COMMUNICATION

- 5.3.1 Systems product must be able to accommodate voice/data and electrical installation at the base raceway.
- 5.3.2 Systems product must facilitate base feed module plug connection to building power and channel to route cable from building to panel system.
- 5.3.3 Design raceways with sufficient space to allow for bend radius of at least 76mm (3") for installation of communication cables (especially fibre optic cables) both horizontal and vertical.
- 5.3.4** Must be capable of accommodating at least 3+1 eight-wire capacity per feed. Each circuit must accommodate 2 workstations.
- 5.3.5 Duplex receptacles must be interchangeable along the panel in a minimum of two (2) pre-designated positions per side in panels over 610mm (24") ins width and of one (1) pre-designated position per side in panels 610mm (24") ins width and under.
- 5.3.6 Panel connectivity from panel to panel must be inherent in the base raceway of every panel.
- 5.3.7 Provide covers for unused knockouts / access points that are visible under normal use or installation to prevent unsightly holes.

### 5.4 PANEL MOUNTED WORKSURFACES

- 5.4.1 Work surfaces must be available in various widths, depths and shapes as specified in the 'typicals'.
- 5.4.2 Tolerances for all dimensions must be  $-25.4\text{mm} / +25.4\text{mm}$  (-1.0"/+1.0") unless otherwise noted.
- 5.4.3 Custom size work surfaces must be available to accommodate on site limitations.
- 5.4.4 Work surfaces must have wire-way cut-outs or be predrilled to accept the installation of grommets. These are required to accommodate cords and cables and allow for the installation of mounting hardware for optional monitor arms. Work surfaces less than 1525mm (60`) must have one wire-way cut-out or grommet in the centre back. Work surfaces greater than 1525 mm (60`) must have 2 wire-way cut-outs or grommets.

- 5.4.5 Where work surfaces are adjacent to each other, a separate bracket must be installed with each adjacent component.
- 5.4.6 Work surfaces must be panel mounted.
- 5.4.7 All work surfaces must be installed at 737mm (29") above finished floor (A.F.F.) to top of work surface.
- 5.4.8 Panel Mounted Work Surface:
  - 5.4.8.1 Work surfaces must be supported by panels, brackets or gables as required by manufacturer.
  - 5.4.8.2 Work surfaces: must be installed level and at determined height interval with adjacent work surfaces in a secure and stable manner.
    - 5.4.8.2.1 Edge detail: manufacturer's standard product offering.
  - 5.4.8.3 Cord and Cable Management - Work surfaces must be capable of providing wire managers to accommodate cords and cables, when specified.

## 5.5 STORAGE

- 5.5.1 Storage Units (Pedestals)
  - 5.5.2 Box / box / file pedestal must fit under the work surface, mounted at 737 mm (29`) A.F.F., and not extend beyond the edge of the work surface.
    - 5.5.2.1 Must have glides.
  - 5.5.3 All storage units must be finished on the top and all sides. There must not be any sharp edges, which may cause a safety hazard.
    - 5.5.3.1 Storage units must be metal.
  - 5.5.4 Drawers:
    - 5.5.4.1 All drawers must be metal.
    - 5.5.4.2 Drawers must be self-latching, enclosed in one body unit.
    - 5.5.4.3 Drawer must have stops to prevent accidental removal, but must be removable when required.
  - 5.5.5 Locks:
    - 5.5.5.1 Drawers must have the capability of being locked.
    - 5.5.5.2 Locks for drawers must be the pin, tumbler and wafer type, and must have a corrosion resistant finish. The locks must have a minimum of 50 key changes.
    - 5.5.5.3 Locks or cylinders must be designed to allow for easy installation or replacement in the field.
    - 5.5.5.4 All storage units within a workstation from the same manufacturer must be keyed alike.

## 5.6 MARKING

- 5.6.1 In addition to the labelling requirement stated in CAN/CGSB-44.229, all interconnecting panel system components must also be permanently and legibly marked with the product code and the date of manufacture or alternatively the expiry date of the warranty.

5.6.2 Panels and all components that consist of primary, secondary or dedicated surfaces must be permanently and legibly marked with the manufacturer's name or recognized trademark.

## 5.7 FINISHES

5.7.1 Fabric: A minimum of nine (9) fabric card options, which include 6 patterns and 3 solids for panels.

5.7.2 Paint: A minimum of 12 paint color options for metal components.

5.7.3 Plastic Laminate: A minimum of 23 plastic laminate options, which include 10 solids, 8 wood-grain and 5 patterns.



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Security Classification / Classification de sécurité UNCLASSIFIED

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 PWGSC	2. Branch or Directorate / Direction générale ou Direction RPB
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work - Brève description du travail  
Modular workstations supply and install for the Ops room Fit-up Project

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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?  No / Non  Yes / Oui *SM*

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.  No / Non  Yes / Oui *SM*

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?  No / Non  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 checked="" type="checkbox"/> <i>SM</i>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> <i>SM</i>	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: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui
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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  No / Non  Yes / Oui  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIERS) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET / SECRETÉ | <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 SECRETÉ  | <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 (SUPPLIERS) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

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

- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations de courtage, de production / modification 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 de liser 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



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

For users completing the form manually via 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 / Confidantiel	Secret	Top Secret	NATO Restricted / Diffusion Restreinte	NATO Confidential / Confidantiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidantiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assais / 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 décrit dans le présent LVERC 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.
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à ce présent LVERC 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).

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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme		Signature
Name (print) - Nom (en lettres majuscules) Major M.P.C. Raymond Deputy Commanding Officer Karine Proulx	Title - Titre CFS Leitrim AVProperty and Facilities Officer	<i>M.P.C. Raymond</i> <i>Karine Proulx</i>

Telephone no. - N° de téléphone (613) 945-5394	Facsimile - Télécopieur (613) 945-5482	E-mail address - Adresse courriel karine.proulx@pwgsc.gc.ca	Date 2013-06-21
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14. Organization Security Authority / Responsable de la sécurité de l'organisme		Signature
Name (print) - Nom (en lettres majuscules) Sasha Medjovic - CF MP GP HQ - Industrial Security Senior Security Analyst	Title - Titre	<i>Sasha Medjovic</i>

Telephone no. - N° de téléphone ( ) -	Facsimile - Télécopieur Tel: 613-949-1066 / Fax: 613-949-1069 E-mail: sasa.medjovic@forces.gc.ca	E-mail address - Adresse courriel	Date 2013-06-27
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15. Are there additional instructions (e.g. Security Code, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement		
Name (print) - Nom (en lettres majuscules)	Title - Titre	Signature

Telephone no. - N° de téléphone ( ) -	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Adversé contractant en matière de sécurité		Signature
Name (print) - Nom (en lettres majuscules) Anna Kulycka Contract Security Officer, Contract Security Division Anna.Kulycka@tpsgc-pwgsc.gc.ca	Title - Titre	<i>Anna Kulycka</i>

Telephone no. - N° de téléphone Tel: 613-957-1258 / Fax: 613-954-4171	Facsimile - Télécopieur ( ) -	E-mail address - Adresse courriel	Date July 17, 2013
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