

**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> PERIMETER DETECTION SYSTEMS CCTV	
<b>Solicitation No. - N° de l'invitation</b> 21120-147874/A	<b>Date</b> 2014-04-01
<b>Client Reference No. - N° de référence du client</b> 21120-14-2007874	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-334-64960	
<b>File No. - N° de dossier</b> hn334.21120-147874	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-12</b>	<b>Time Zone 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> McLaughlin, Michael	<b>Buyer Id - Id de l'acheteur</b> hn334
<b>Telephone No. - N° de téléphone</b> (819) 956-3622 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, 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 (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>	

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***IMPORTANT NOTE TO BIDDERS:***

**Specifications are now available for viewing and downloading in a Portable Document Format (PDF) from the Government Electronic Tendering Service (MERX). Bidders should note that Attachment 1 (ATT 1) which consists of PDF files, contains the Statement of Technical Requirement and applicable Electronic Engineering Specifications and Standards.**

**It is the responsibility of the Bidders to ensure that all amendments issued through MERX prior to tender closing have been obtained and addressed in the submitted tender.**

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**List of Annex:**

The following annex forms part of this requirement:

Annex "A" - Pricing Sheet - Installation of Closed Circuit Television Cameras  
Annex "B" - Point Rated Technical Evaluation Criteria

**FORM**

The following form is attached to the solicitation document:

- 1) Institutional Access - CPIC Clearance Request, CSC/SCC 1279
- 2) Design Change/Deviation, PWGSC-TPSGC 9038

**SUPPLIED UNDER SEPARATE COVER (ATTACHMENT 1):**

- 1) Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineering Specifications and Standards

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation and resulting contract document is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Pricing Sheet (ANNEX A) and an electronic attachment (Attachment #1) which includes, the Requirement and various forms. Refer to the Table of Contents.

### 2. Requirement

#### 2.1 Summary

CSC has a requirement to improve the existing Perimeter Intrusion Detection System (PIDS) Closed Circuit Television (CCTV) systems for eight (8) institutions: Archambault, Regional Reception Centre (RRC), Cowansville, Donnacona, Drummond, Joliette, La Macaza, and Port-Cartier.

There are three (3) maximum security institutions: Donnacona in Donnacona, the Regional Reception Centre in Ste-Anne-des-Plaines and Port-Cartier. There are four medium security institutions:

Cowansville  
in Cowansville, Archambault in Ste-Anne-des-Plaines, La Macaza in La Macaza and Drummond in Drummondville. The Joliette institution is a multi-level institution for women. The statement of technical requirements (STR) covers the technical requirements for the work, which will have to be accomplished with minimum disruption to the daily operation and security of the institution.

There is a security requirement associated with this requirement. For additional information, see Part 6 -Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

#### 2.2 Delivery Requirement

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Delivery is requested to be completed within 30 weeks after contract award.

### 2.2.1 Delivery Offered

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

### 2.3 Contractor Contacts

Name and telephone number of the person responsible for :

#### General enquiries

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 2.4 Warranty Repairs

It may be necessary for warranty repairs to be performed on site. You are requested to provide response time and location of nearest office/depot providing staff for this work. Response time shall not exceed forty-eight (48) hours. The contact person is as follows:

Response Time: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

### 2.5 Emergency Services/Repairs

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

## **2.6 Lifetime Spares**

It shall be a condition of any contract resulting here from that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

**The Bidder must indicate the number of years for the life of the equipment. \_\_\_\_\_ years.**

## **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 this bid solicitation and accept the terms and conditions of the resulting contract.

The 2003 (2014/03/01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### 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 email 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 Schedule

##### Day 1 – Monday, April 28<sup>th</sup> 2014

Cowansville: 10am

Drummond: 2:00pm

##### Day 2 – Tuesday, April 29<sup>th</sup> 2014

Archambault: 10:00am

Regional Reception Centre (RRC): 1:00pm

##### Day 3 – Wednesday, April 30<sup>th</sup> 2014

La Macaza: 1pm

##### Day 4 – Thursday, May 1<sup>st</sup> 2014

Joliette: 10am

Donnacona: 2:00pm

##### Day 5 - Friday, May 2nd 2014

Federal Training Centre - 10:00am

Bidders must attend **all mandatory** site visits in order to bid on this solicitation process.

It is mandatory that the Bidder or a representative of the Bidder visit the work sites. Arrangements have been made for site visits to be held starting **April 28, 2014. Interested Bidders shall meet at the Principal Entrance of the Cowansville Institution, 400 Fordyce Avenue, Cowansville, Quebec J2K 3G6.** Bidders will be required to sign an attendance form at each site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit 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 5 mins prior to the start of the meeting to allow everyone time to sign in. **Bidders arriving late may not be permitted to attend the site visit.**

The Bidder must have at least one attendee at the site visit.

It is also a **mandatory** condition of this requirement that all attendees have a site clearance prior to the site visits. To apply for the site clearance, the bidders shall complete a CPIC Clearance Request form (preferably in **typed format**) and submit the duly completed and signed form by each participant, by fax to (819) 953-4944 or by e-mail to michael.mclaughlin@pwgsc-tpsgc.gc.ca. It is a mandatory condition that the CPIC Clearance Request be submitted for the site visits. It is requested that the CPIC Clearance Requests be received by this office no later than **April 18th, 2014. Site Clearance Request Forms received after April 18th, 2014 may not be accepted.** A site clearance obtained for work performed under similar requirements is not acceptable. Bidders are requested to clearly identify the name of the participant, the name of the company they represent, telephone number, facsimile number and e-mail address.

Bidders should submit in writing to the Contracting Authority, a list of issues that they wish to table and the language they would like to address questions and answers, no later than five (5) calendar days prior to the scheduled 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 the Government of Canada's Buy & Sell website.

As proof of attendance, the Bidder must sign the attendance form provided by the CSC representative at the site visit.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)  
 Section II: Management Bid (3 hard copies)  
 Section III: Support Bid (3 hard copies)  
 Section IV: Financial Bid (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>). 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.

The Technical, Management and Support Bids should be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the bid will be evaluated. Bidders should address these evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

In order to facilitate the evaluation of the bid, Canada requests bidders to address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bid by identifying the specific paragraph and page number where the subject topic has already been addressed.

**THE BIDDER MUST ADDRESS ON A PARAGRAPH BY PARAGRAPH BASIS THE STATEMENT OF TECHNICAL REQUIREMENTS, THE STATEMENT OF WORK AND THE ELECTRONIC ENGINEERING SPECIFICATIONS AND STANDARDS, BY INDICATING WHERE APPLICABLE "COMPLY, UNDERSTOOD, NOTED, OR NOT APPLICABLE". WHERE REQUIRED, THE BIDDER MUST PROVIDE ADDITIONAL INFORMATION.**

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## Section I: Technical Bid

In their technical bid, bidders must demonstrate their understanding of the requirement and describe how they intend to meet the technical requirements.

**THE TECHNICAL PROPOSAL SHALL MEET ALL OF THE TECHNICAL REQUIREMENTS OF THE STATEMENT OF REQUIREMENT (STR) AND APPLICABLE STATEMENTS OF WORK AND ELECTRONIC ENGINEERING SPECIFICATIONS AND STANDARDS. FAILURE TO MEET THE TECHNICAL REQUIREMENTS WILL RENDER YOUR BID NON- RESPONSIVE AND NO FURTHER CONSIDERATION WILL BE GIVEN.**

## Section II: Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

## Section III: Support Bid

In their support bid, bidders must demonstrate their understanding of the requirement and describe how they intend to meet the support requirements (operator / maintenance training, manuals, spare parts list and plan).

## Section IV : Financial Bid

**1.1** Bidders must submit their financial bid on **Annex "A" - Pricing Sheet** in accordance with the following Basis of Pricing:

### **1.2 Basis of Pricing**

All prices must be firm in Canadian dollars, Delivery Duty Paid (Archambault, Regional Reception Centre (RRC), Cowansville, Donnacona, Drummond, Joliette, La Macaza, and Port-Cartier), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties and Excise Taxes included.

#### **1.2.1 Design and Equipment**

The bidder must submit a firm lot price for the design and related equipment for the installation of a new system, excluding spare parts and test equipment.

### **1.2.2 Installation and Testing Costs**

1 The bidder must submit a firm lot price. The price must include all costs, excluding travel and living, related to the installation and testing of the equipment.

2 Installation and Testing of Equipment for Emergency Repairs, Delays and Design Changes.

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

These hourly rates will apply for emergency repairs, delays and design changes and will be in effect for the entire length of any resulting contract.

Normal working hours are Monday to Friday, 7:30 to 16:30 with exception of statutory holidays.

### **1.2.3 Travel and living expenses associated with the installation of the equipment**

The bidder must indicate if there are travel and living expenses associated with the installation and testing of the equipment (excluding training). Where applicable, the bidder must submit a firm lot price, the estimated number of people and the estimated number of days (excluding training).

### **1.2.4 On-site training as detailed in the STR, paragraph 5.1.**

The bidder must submit a firm lot price for on-site training session including any associated travel expenses.

### **1.2.5 Documentation**

The bidder must submit a firm lot price for the following:

As-built drawings as detailed in STR, paragraph 5.3.

Operator and Maintenance Manuals as detailed in STR, paragraph 5.2.

### **1.2.6 Spare parts/Test Equipment List (s)**

Spare Parts and/or Test Equipment List(s) as detailed in STR, paragraph 5.13. The bidder must submit a Spare Parts and/or Test Equipment List identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare part required.

## **1.3 SACC Manual Clauses**

C3011T (11/01/2010), Exchange Rate Fluctuation

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## 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, management, support and financial evaluation criteria specified below.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

To be declared responsive, a bid must:

- a) address on a paragraph by paragraph basis the Statement of Technical Requirements, the Statement of Work and the technical specifications, by indicating where applicable "comply, understood, noted, or not applicable". Where required, the bidder should provide additional information;
- b) comply with all of the technical requirements of the statement of requirement (STR); applicable statements of work and electronic engineering specifications and standards as well as all amendments to the bid solicitation issued prior to bid closing date;
- c) obtain the required minimum points (70%) for the technical, management and support evaluation criteria which are subject to point rating;

##### 1.1.2 Point Rated Technical Criteria

The Technical Bid will be evaluated and rated as per Annex "B" attached.

### 1.2 Financial Evaluation

#### 1.2.1 Mandatory Financial Criteria

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid;  
Compliance with Basis of Pricing;  
Prices must be submitted for all locations listed in the **Annex "A" - Pricing Sheet**.

The Aggregate Bid Price will be determined by adding the firm lot prices for all locations in ANNEX "A".

### 2. Basis of Selection

The responsive bidder with the lowest evaluated aggregate bid price will be recommended for award of a contract.

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## 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

### 2. Additional Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.



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If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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**Signature**

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**Date**

### **2.2.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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**Signature**

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**Date**

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

A site clearance is required prior to the site visit and prior to admittance to the institution. For additional information, see Part 2, Article 5 - Mandatory Site visit and Part 7, article 3, Security Requirement.

### 2. Financial Capability

1. Financial Capability Requirement: The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - (a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - (b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - (c) If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - (i) the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - (ii) the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - (d) A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - (e) A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - (f) A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's

major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

- (g) A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
  3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
  4. Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Cost and Price Analysis Group of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
    - a) the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
    - b) the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
  5. Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
  6. Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).
  7. Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

### 3. Condition of Materiel

SACC Manual clause B1000T (30/11/2007) Condition of Materiel

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## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Requirement

The Contractor shall design, supply, install, test and provide operational and technical training on the installed Perimeter Intrusion Detection System (PIDS) Closed Circuit Television (CCTV) systems as described in the Statement of Technical Requirement (STR). The contractor shall provide acceptable documentation for the maintenance of this system.

Refer to Attachment #1 for Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineering Specifications and Standards. The purpose of the STR document is to define the technical aspects for the installation of the Perimeter Intrusion Detection System (PIDS) Closed Circuit Television (CCTV) systems. The STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

#### 1.1 Additional Work

The Design Authority may, at any time before issuing the final acceptance notice, order work or material in addition to that provided for in the Statement of Work. The contractor shall perform the work in accordance with such orders, deletions and changes pursuant to Part 7, Article 13 - Design Change, Additional Work of New Work and on the same terms and conditions contained or referenced herein.

#### 1.2 Option to Purchase Spare Parts/Test Equipment

- a) The Contractor hereby grants to Canada and Canada shall retain an irrevocable option exercisable at any time during the Contract to procure any or all of the spare parts and/or test equipment described in the supplier's proposal.
- b) The Contractor shall be given a minimum of "30" working days notice in writing by the Contracting Authority indicating that Canada intends to exercise the option.
- c) The option may only be exercised by the Contracting Authority, and the exercise of the option will be evidenced through a formal Contract Amendment.
- d) Price support may be requested.

### 2. 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

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2030 (2014/03/01) General Conditions - Higher Complexity - Goods

## 2.2 Supplemental General Conditions

4003 (16/08/2010) Licensed Software

4006 (16/08/2010) Contractor to Own Intellectual Property Rights in Foreground Information

## 2.3 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	16/06/2006
A9068C	Site Regulations	16/05/2011
A2000C	Foreign Nationals (Canadian Contractor)	16/06/2006
A2001C	Foreign Nationals (Foreign Contractor)	16/06/2006

## 3. Security Requirement

### 3.1 Site clearance

A site clearance is required prior to admittance to the institution. The contractor must submit completed CPIC forms for all staff who will be working at the institution(s). The duly completed and signed CPIC forms must be submitted ten (10) working days prior to start-up date as stipulated in the Statement of Technical Requirement.

### 3.2 Classification of this document is "Not Classified".

1. NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution as /where required, by authorized Correctional Service Canada personnel.

2. Contractor personnel shall submit to a local verification of identity/information, by Correctional Service Canada, prior to admittance to the institution. Correctional Service Canada reserves the right to deny access to the institution, of any Contractor personnel, at any time.

## 4. Term of Contract

### 4.1 Period of Contract

The system design, the delivery of all related equipment, the completion of all installation, testing and contract related work is to be completed at the Institution on or before (*Delivery as offered and as accepted will be inserted at contract award*)

NOTE : Date of delivery will be of the essence of any resulting contract. Your attention is drawn to article 10 of General Conditions, 2030.

The Contractor must submit a final delivery and installation schedule within 10 calendar days after the contract award date.

## 4.2 Shipping Instructions - Delivery at Destination

1. Shipment shall be consigned to the destination specified in and delivered:

DDP Delivered Duty Paid (Archambault, Regional Reception Centre (RRC), Cowansville, Donnacona, Drummond, Joliette, La Macaza, and Port-Cartier) Incoterms 2000 for shipments from a commercial supplier.

## 4.3 Inspection and Acceptance

- 1) Inspection

Inspection shall be carried out by the Design Authority or the authorized representative at destination.

- 2) Final Acceptance

a) The Contractor shall be required to present the work, for final acceptance, when such work has been designed, manufactured, delivered to site and installed and has successfully passed all tests in strict accordance with the specification and terms and conditions, and the Contractor has performed all other work and complied with all the terms and conditions of the contract.

b) Upon verification of the above, the Design Authority will by written notice to the Contractor so acknowledge, and such notice shall constitute final acceptance.

Final Inspection and acceptance will take place at destination when all goods are delivered/ services rendered, and after all deficiencies identified by the Design Authority or the authorized representative are rectified and accepted.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mike McLaughlin  
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) 956-3622  
Facsimile: (819) 953-4944  
E-mail address: michael.mclaughlin@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.



## 5.2 Technical Authority (or Design Authority)

The Technical Authority for the Contract is:

*will be inserted at contract*

\_\_\_\_\_ (Name of Technical Authority)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Fill in Organization)

\_\_\_\_\_ (Fill in address)

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor Contacts

Name and telephone number of the person responsible for :

### General enquiries

Name: *will be inserted at contract*

Telephone No. *will be inserted at contract*

Facsimile No. *will be inserted at contract*

E-mail address: *will be inserted at contract*

### Delivery follow-up

Name: *will be inserted at contract*

Telephone No. *will be inserted at contract*

Facsimile No. *will be inserted at contract*

E-mail address: *will be inserted at contract*

## 5.4 Warranty Repairs

The contact person for warranty repairs to be performed on site as it may be necessary is as follows:

Response Time: *will be inserted at contract*

Name: *will be inserted at contract*

Telephone No.: *will be inserted at contract*

Facsimile No.: *will be inserted at contract*

Email/Internet Address: *will be inserted at contract*

## 5.5 Emergency Services/Repairs

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

Name: will be inserted at contract  
Telephone No.: will be inserted at contract  
Facsimile No.: will be inserted at contract  
Email/Internet Address: will be inserted at contract

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid the firm lot prices for the equipment, installation and testing, travel expenses, on-site training, as-built drawings and manuals for the Perimeter Intrusion Detection System (PIDS) Closed Circuit Television (CCTV) systems as specified in the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The Contractor will be paid a firm hourly rate for each labor category specified for the installation and testing for normal and outside working hours associated with emergency repairs, delays, design changes and unscheduled work arising.

Travel and living expenses for emergency repairs, delays and design changes during the performance of the contract will be paid without any allowance for overhead or profit. These costs will be reimbursed in accordance with Treasury Board directives in effect at time of travel. The payments are subject to Government Audit. All travel must receive prior authorization from the Project Authority.

### 6.2 Limitation of Price

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.

### 6.3 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 6.4 Method of payment - (including design changes payments)

### 6.4.1 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:

- (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- (c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

### 6.4.2 Schedule of Milestones

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

1st milestone: design of the system (less 10% holdback);

- 100% Design (as per Annex A-1, Item 1)

2nd milestone: delivery of equipment (less 10% holdback);

- 100% Equipment (as per Annex A-1, Item 1)

3rd milestone: completion of 50% of installation, including travel and living expenses (less 10% holdback);

- 50% Installation ( as per Annex A-1, Item 2)
- Applicable Travel and Living (as per Annex A-1, Item 3)

4th milestone: installation completion, including travel and living expenses (less 10% holdback);

- Installation Completion (as per Annex A-1, Item 2)
- Applicable Travel and Living (as per Annex A-1, Item 3)
-

5th milestone: on-site training and documentation (less 10% holdback);

- 100% On-site training (as per Annex A-1, Item 4)
- 100% Documentation (as per Annex A-1, Item 5 (5.1 and 5.2))

6th milestone: holdbacks.

## **6.5 Method of Payment - Emergency repairs and delays payments**

### **6.5.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

### **6.5.2 Travel and living Expenses - Emergency repairs, delays and design changes payments**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

## **7. Invoicing Instructions**

### **7.1.1 Invoicing Instructions - Progress Claim (including design changes payments)**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>).

Each claim must show:

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

2. Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, 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 GST/HST payable as it was claimed and payable under the previous claims for progress payments.

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 Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical 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.

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

#### **7.1.2 Invoicing Instructions - Emergency repairs and delays payments**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the claim is completed.

2. Claims must be distributed as follows:

(a) The original and two (2) copies must be forwarded to the following address for certification and payment:

Correctional Service Canada  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9  
Attn: Rachel Crête

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

### **8. Certifications**

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

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## **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. Meetings

A meeting may be convened after contract award at a location to be determined by the Contracting Authority to review contractual and technical requirements. The Contractor will be responsible for the preparation and distribution of the minutes of meeting. The meeting will be held with representatives of the Contractor, the Department of Public Works and Government Services and Correctional Service Canada.

## 11. Contractor's Facilities

The Contracting Authority and the Design Authority, or their delegated representative shall be afforded access to the Contractor's plant and all other premises where pertinent processes are being performed.

## 12. Delay by Canada

In the event that an installation crew proceeds to the site but is unable to perform the work due to an inmate disturbance or other delays caused by Canada at the site, the Contractor shall immediately notify the Design Authority. The cost of holding the installation crew on standby shall be paid as indicated herein. In no event shall a crew remain on standby for more than four (4) hours per day without prior authorization.

## 13. Procedures for Design Change or Additional Work

The Contractor must follow these procedures for any proposed design change/deviation to contract specifications.

The Contractor must complete Part 1 of form PWGSC-TPSGC 9038, Design Change/Deviation, and forward one (1) copy to the Technical Authority and one (1) copy to the Contracting Authority.

The Contractor will be authorized to proceed upon receipt of the design change/deviation form signed by the Contracting Authority. A contract amendment will be issued to incorporate the design change/deviation in the Contract.

## 14. 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) Supplemental General Conditions 4003 (16/08/2010) - Licensed Software;
- (c) Supplemental General Conditions 4006 (16/08/2010) - Contractor to Own Intellectual Property Rights in Foreground Information;
- (d) General Conditions 2030 (27/06/2013) General Conditions - Higher Complexity - Goods;
- (e) Statement of Technical Requirement
- (f) Annex "A", Pricing Sheets;

- (g) the Contractor's bid dated (*will be inserted at contract*), as amended \_\_\_\_\_ (*date(s) of amendment(s) if applicable will be inserted at contract*)

## 15. After Sales Services

The Contractor certifies that it is capable of providing after sales service, subsequent to the warranty period, including servicing personnel and facilities during the lifetime expectancy of the equipment.

## 16. Lifetime Spares

It shall be a condition of any contract resulting herefrom that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

**Life of the equipment:** (*will be inserted at contract*) years.

Should the Contractor discontinue the manufacture of the equipment being procured during the life expectancy of the equipment, it shall notify Canada sufficiently in advance to permit the purchase of spares for the remaining life of the equipment or, at the discretion of Canada, either make satisfactory arrangements with a third party to establish a continuing source of spares or provide to Canada, at no charge, a non-exclusive royalty free license to manufacture and have manufactured for its own use spare parts, and provide copies of all drawings, technical information, specifications, manufacturing instructions and patterns necessary to manufacture the spares.

## 17. Disclosure of Information

The Contractor shall keep confidential and shall not publish or otherwise reuse, release, disclose or make available to any third party any Background or Foreground Information concerning "**as built drawings**", **site drawings and manuals**, except as may be necessary to carry out the work under the Contract in which case the Contractor shall impose the same obligation of confidentiality on any person to whom the information is disclosed.

## 18. T1204 - Information Reporting by Contractor

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within 45 calendar days from date of contract award:

- (a) the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
- (b) the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;



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(c) the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;

(d) in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.

3. The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "PROTECTED".

Contact: Anne Boisvenue

Address: 340 Laurier Avenue West, Ottawa, Ontario, K1A 0P9

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ COWANSVILLE INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

**2. INSTALLATION AND TESTING COSTS**

- 2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TESTING COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>COWANSVILLE INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ DRUMMOND INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TESTING COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>DRUMMOND INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ ARCHAMBAULT INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TESTING COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>ARCHAMBAULT INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ REGIONAL RECEPTION CENTRE**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TESTING COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.



### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>REGIONAL RECEPTION CENTRE</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ LA MACAZA INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

**2. INSTALLATION AND TESTING COSTS****2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TESTING COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>LA MACAZA INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ JOLIETTE INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**EQUIPMENT -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**TESTING COST -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>JOLIETTE INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ DONNACONA INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**EQUIPMENT -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**TESTING COST -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>DONNACONA INSTITUTION</b> 1 Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ FEDERAL TRAINING CENTRE**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TESTING COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.



### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>FEDERAL TRAINING CENTRE</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "A"****PRICING SHEET****INSTALLATION OF PERIMETER INTRUSION DETECTION SYSTEM  
@ PORT CARTIER INSTITUTION**

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

**1. DESIGN AND EQUIPMENT**

Firm Lot Price for the design and all related equipment, excluding spare parts.

**DESIGN -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**EQUIPMENT -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**2. INSTALLATION AND TESTING COSTS**

**2.1** The price must include all costs excluding travel and living expenses, related to the installation and testing of the equipment.

**INSTALLATION -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**TESTING COST -** **FIRM LOT PRICE** \$ \_\_\_\_\_

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

### 3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT

Institution	FIRM LOT PRICE
<b>PORT CARTIER INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days ____	\$

### 4. ON-SITE TRAINING

Firm Lot Price including travel and living expenses as per STR paragraphs 5.1

**FIRM LOT PRICE** \$ \_\_\_\_\_

### 5. DOCUMENTATION

#### 5.1 AS-BUILT DRAWINGS

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

**FIRM LOT PRICE** \$ \_\_\_\_\_

#### 5.2 OPERATOR AND MAINTENANCE MANUALS

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_

### OPTION

### 7. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.13.

**FIRM LOT PRICE** \$ \_\_\_\_\_

**ANNEX "B"****POINT RATED TECHNICAL EVALUATION CRITERIA****1. Point Rated Technical Proposal Criteria**

**The Bidder must obtain an overall pass score of 70 percent of the Technical Proposal. The rating is performed on a scale of 100 points. The Technical Proposal should include, but not be limited to:**

<b>Point Rated Technical Proposal Criteria</b>	<b>Maximum Points</b>
<b>1. Understanding of the Technical Requirements</b> An understanding of the technical requirements of the system which could include preliminary drawings, diagrams, photographs and sketches showing system architecture, equipment configuration, and technical information/literature/brochure on products offered.  ( 0 Points ) Has not demonstrated that the Bidder understands the requirements. The Bidder has misjudged the scope of the work required. We are left with many questions. The proposal is vague.  ( or 10 Points ) The proposal indicates that the Bidder generally understands the main concept of what is required but there are some questions that arise.  ( or 20 Points ) The proposal indicates that the Bidder understands the main concept of what is required. The Bidder's solution meets the operability requirements, environmental requirements, reliability and maintainability requirements, and the testing and validation requirements.  ( or 30 Points ) It is very clear that the Bidder understands exactly what is required and the proposed solution exceeds the requirement in some areas.	<b>30</b>
<b>2. Compliance with the Statement of Technical Requirements (STR)</b> Paragraph by paragraph compliance the Statement of Technical Requirements (STR), Statements of Work (SOW), Specifications and Standards of how each requirement will be met.  ( 0 Points ) Has not demonstrated that the Bidder complies with the requirements. The Bidder has misjudged the scope of the work required. We are left with many questions. The proposal is vague.  ( or 15 Points ) The proposal indicates that the Bidder generally complies with the requirements but there are some questions that arise.  ( or 30 Points ) The proposal indicates that the Bidder complies with the requirements. The Bidder's solution meets the operability requirements, reliability and maintainability requirements, and the testing requirements.	<b>40</b>

( or 40 Points ) It is very clear that the Bidder complies exactly what is required and the proposed solution exceeds the requirement in some areas.	
<b>3. Quality Assurance and Acceptance Test Plan</b> Description of the proposed quality assurance procedures/processes, and acceptance test plan(s) to ensure quality requirements are met and how the bidder intends to demonstrate to the Crown that the system functions correctly, both in the plant (Factory Acceptance Testing) and after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters. Maximum points are broken down as follows:	<b>20</b>
<b>3.1 Quality Assurance ( 10 Points )</b> How the Bidder intends to ensure quality requirements are met, a description of inspection, testing, and documentation procedures as well as quality metrics.  ( 0 Points ) The scope does not address the applicable products, the quality objective, limitations and validity conditions.  ( or 7 Points ) The proposal indicates when how and by whom the quality requirements are to be reviewed results recorded/analyzed and conflicts resolved. The proposal indicates how documents and data are to be controlled. The proposal indicates relevant quality control for important purchases. The proposal indicates how the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met.  ( or 10 Points ) On top of the criteria above the proposal indicates how measuring and test equipment is controlled and describes the format and test results to be provided. The proposal indicates how non-conforming products are identified and controlled to prevent misuse until proper disposal.	
<b>3.2 Acceptance Test Plan ( 10 Points )</b> How the bidder intends to demonstrate to the Crown that the system functions correctly, both in the plant (Factory Acceptance Testing) and after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters.  ( 0 Points ) The Bidder has not addressed the requirements for testing the system.  ( or 7 Points ) The Bidder has provided test sheets and only pass/fail parameters, but has not provided specific parameters for testing the elements of the system.  ( or 10 Points ) The Bidder has provided test sheets, pass/fail parameters as well as specific parameters, and has demonstrated that the system will be fully tested, both in the factory and on site.	
<b>4. Technical Risk Elements</b>	<b>10</b>

<p>How the Bidder intends to meet the technical requirements, a description of the technical risks elements detailing how the bidder can mitigate them.</p> <p>( 0 Points ) The Bidder has not identified technical risk elements or technical risk mitigation.</p> <p>( or 4 Points ) The Bidder has identified technical risk elements but the Bidder does not provide a technical risk mitigation plan. The Bidder has a risk management process.</p> <p>( or 7.5 Points ) The Bidder has identified technical risk elements, provided a risk mitigation plan and has a risk management process.</p> <p>( or 10 Points ) The Bidder has a technical risk management process and has addressed project risks. Management, schedule, scope changes, cost overruns, cash flow, and resources issues are addressed. The impact of the technical risks is identified. The identified technical risks are associated with the bidder, supplier, subcontractor, customer, integration, or equipment performance. Mitigation strategies are described for the identified technical risks. Decision points are identified for any project mitigation approaches. Mitigation approaches support the requirements of the project.</p>	
<b>Total Technical Proposal ( maximum 100 Points )</b>	

## 2. Point Rated Project Management Proposal Criteria

The bidder must obtain an overall pass score of 70 percent for the Project Management Proposal. The rating is performed on a scale of 100 points. The Project Management Proposal should include, but not be limited to:

Point Rated Project Management Proposal Criteria	Maximum Points
<b>1. Previous Project Management Experience</b> Identification of the bidder, project manager, project supervisor and technicians. Detailed description of the qualification and previous experience pertaining to similar projects in terms of size, tasks, clients, responsibilities etc. Maximum points are broken down as follows:	<b>40</b>
<b>1.1 Experience of the bidder within the last four (4) years. ( 10 Points )</b> Similar project(s) must have been completed successfully; experience pertaining to the following: <ul style="list-style-type: none"> <li>a. similarity of project in terms of scope and/or clients;</li> <li>b. dollar value over \$ 100K;</li> <li>c. Installation;</li> <li>d. training;</li> <li>e. drawings; and</li> <li>f. manuals.</li> </ul>	

<p>( 0 Points ) Bidder has experience with only three elements.</p> <p>( or 4 Points ) Bidder has experience with only four of the elements.</p> <p>( or 7.5 Points ) Bidder has experience with five or more of the elements.</p> <p>( or 10 points ) Bidder has experience with six elements.</p>	
<p><b>1.2 Range of experience within the last four (4) years in the design, supply, installation and integration of systems similar to those described in the Statement of Technical Requirements (STR). ( 10 Points )</b></p> <p>( 0 Points ) Bidder has no experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR).</p> <p>( or 4 Points ) Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR) for private industry or provincial government.</p> <p>( or 7.5 points ) Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR) for correctional services or similar organizations.</p> <p>( or 10 Points ) Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR) for Correctional Service Canada (CSC).</p>	
<p><b>1.3 Project Manager's Overall Experience (years, size of project &amp; complexity) and Qualifications. ( 10 Points )</b></p> <p>( 0 Points ) The project manager has no experience in project management of similar projects.</p> <p>( or 4 Points ) The project manager has less than four (4) years experience in project management of similar projects and does not hold any Project Management Institute (PMI) certification.</p> <p>( or 7.5 Points ) The project manager has 4 to 10 years experience in the management of projects of equal size or complexity and the project manager holds a Project Management Institute (PMI) certification or the project manager has over 15 years of experience in the management of projects of equal size and complexity or similar scope.</p> <p>( or 10 Points ) The project manager has more than 10 years experience in the management of projects of equal size and complexity or similar scope and the project manager holds a Project Management Institute (PMI) certification, MBA or comparable credentials.</p>	
<p><b>1.4 Supervisor's Overall Experience (years, size of project &amp; complexity)</b></p>	

**and Qualifications. ( 5 Points )**

( 0 Points ) The supervisor has no experience as a project supervisor of similar projects.

( or 2 Points ) The supervisor has less than four (4) years experience as a project supervisor of similar projects and does not hold any Project Management Institute (PMI) certification.

( or 3.5 points ) The supervisor has 4 to 10 years experience in supervising projects of equal size or complexity. The supervisor holds a Project Management Institute (PMI) certification or comparable credentials.

( or 5 Points ) The supervisor has more than 10 years experience in supervising in projects of equal size or complexity. The supervisor holds Project Management Institute (PMI) certification or comparable credentials.

**1.5 Technicians' Overall Experience (years, size of project & complexity) and Qualifications. ( 5 Points )**

( 0 points ) The technicians have no experience with similar projects.

( or 2 Points ) The technicians have less than four (4) years experience with similar projects and do not hold any Technician Diploma in any of the electrical, electro-mechanical, electronics or mechanical field.

( or 3.5 Points ) The technicians have 4 to 10 years experience in engineering in projects of equal size or complexity. The technicians hold Technician Diploma in any of the electrical, electro-mechanical, electronics or mechanical field.

( or 5 Points ) The technicians have more than 10 years experience in engineering in projects of equal size or complexity. The technicians hold a Technical Diploma in any of the electrical, electro-mechanical, electronics, mechanical or telecommunications field.

**2. Project Management Structure and Procedures**

Project management structure and procedures describing the implementation of this project. Maximum points are broken down as follows:

**30****2.1 Project Management Organization and Responsibilities. ( 10 Points )**

This refers only to management personnel and the way that the bidder plans to organize the project team for this contract.

( 0 Points ) No organization in place and no plans to designate a separate project management team.

( or 4 Points ) No project management organization in place but has a well-developed plan in place to set up a team of trained personnel.

( or 7.5 Points ) There is a project management organization/structure defined with 'matrix' personnel resources that can be made available to this project.



<p>Personnel are identified for the positions of Project Manager, the Project Supervisor, technicians and electricians. Their responsibilities are defined.</p> <p>( or 10 points ) Project management team structure is well defined with a back-up team. Their responsibilities are defined. Personnel resources are identified and tied to specific tasks.</p>	
<p><b>2.2 Project Management Procedures. ( 20 Points )</b></p> <p>This factor will rate the Bidders on their systems used to implement project management.</p> <p>( 0 points ) The Project Management (PM) implementation is not addressed.</p> <p>( or 7.5 Points ) The PM implementation is addressed but the bidder has not provided sufficient details to demonstrate that a PM system is in place.</p> <p>( or 15 Points ) A PM system is in place that will allow the bidder to manage the project. Bidder has supplied a detailed plan of his PM implementation.</p> <p>( or 20 Points ) A well working PM system is in place and being used successfully. The PM system closely tracks status and progress of tasks. Project management based on PERT/CM techniques. Work breakdown structure is linked to project management.</p>	
<p><b>3. Schedule, Milestones and Project Management Tools</b></p> <p>A project schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are. Availability and usage of a Project Management specific tool and capability of supporting a secure customer facing portal that provides real time access to project specific information. Maximum points are broken down as follows:</p>	<b>20</b>
<p><b>3.1 Schedule/Milestones ( 10 Points )</b></p> <p>A project schedule/schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are including tools for addressing project slippage.</p> <p>( 0 Points ) No schedule is proposed or the proposal is lacking in 3 of the following areas: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic.</p> <p>( or 5 Points ) The proposed schedule is lacking in no more than 2 of the following areas: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are not realistic.</p> <p>( or 7.5 Points ) The proposed schedule meets all of the following: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic. The proposed schedule contains milestones,</p>	

significant contract events, projected delivery dates and production schedules. The schedule is realistic and achievable, may lack of contingency time.

( or 10 points ) The proposed schedule meets all of the following: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic. The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. The schedule is realistic and achievable, with contingency time is built in.

### 3.2 Project Management Tools. ( 10 Points )

This factor will rate the Bidder on their availability and usage of a Project Management specific tool and capability of supporting a secure customer facing portal that provides real time access to project specific information.

( 0 Points ) The Bidder has not identified the Project Management specific software.

( or 7.5 points ) The Bidder has identified the specialized PM software but does not support a secure customer facing portal that provides real time access to project specific information.

( or 10 points ) The Bidder has identified the specialized PM software and supports a secure customer facing portal that provides real time access to project specific information including schedules, reports and meeting minutes.

### 4. Project Risks

A description of the project risks related to the proposed approach and processes for managing all project risk elements (such as resources, cost, schedule and all external elements) of the project detailing how well the Bidder understands the project risks and how they propose to mitigate them.

( 0 points ) The Bidder has not identified project risks or risk mitigation.

( or 4 Points ) The Bidder has identified project risks but the Bidder does not provide a risk mitigation plan. The Bidder has a risk management process. Project risks are identified and there is a mitigation plan for any high risk items.

( or 7.5 Points ) The Bidder has identified project risks and the Bidder has proposed a risk mitigation plan. The Bidder has a risk management process. Project risks are identified and there is a mitigation plan for any high risk items.

( or 10 points ) The Bidder has a risk management process and has addressed project risks. Management, schedule, scope changes, cost overruns, cash flow, and resources issues are addressed. The impact of the risks is identified. The identified risks are associated with the bidder, subcontractor, customer, integration, or equipment performance. Mitigation strategies are described for the identified risks. Decision points are identified for any project mitigation approaches. Mitigation approaches support the requirements of the project.

10

<b>Total Project Management Proposal ( maximum 100 Points )</b>	

### 3. Point Rated Support Proposal Criteria

The bidder must obtain an overall pass score of 70 percent for the Support Proposal. The rating is performed on a scale of 100 points. The Support Proposal should include, but not be limited to:

Point Rated Support Proposal Criteria	Maximum Points
<b>1. Operator Training Plan Outline, Training and Manuals</b> An understanding of the Operator Training requirements. Description of the proposed training plan, approach, team and information to meet the Operator training requirements. Maximum points are broken down as follows:	45
<b>1.1 Operator training plan outline. ( 15 Points )</b> ( 0 Points ) The operator training plan outline does not meet the requirements. (or 10 points ) The operator training plan outline meets the requirements. (or 15 Points ) The operator training plan outline meets and exceeds the requirements.	
<b>1.2 Training approach, methodology and team. ( 15 Points )</b> ( 0 Points ) Has not demonstrated that the Bidder understands the objective and that the Bidder has misjudged the scope of the work required. The proposal does not meet the training requirements. ( or 6 Points ) The proposal meets the training requirements and the training team is identified. The training approach meets the requirements. ( or 12 Points ) The proposal meets and exceeds the training requirements and they have a well established training team with proven processes. ( or 15 Points ) The proposal meets and exceeds the training requirements and they have a well established training team with proven processes and the proposal identifies different training levels and different training outlines to meet the needs of different levels of operators.	
<b>1.3 Manuals. ( 15 Points )</b> ( 0 Points ) The information does not meet the requirements.	

( or 10 Points ) The information meets the requirements.	
( or 15 Points ) The information meets and exceeds the requirements.	
<b>2. Maintenance Personnel Training Outline, Training and Manuals</b> An understanding of the Maintenance Training requirements. Description of the proposed training plan, approach, team and information to meet the Maintenance training requirements. Maximum points are broken down as follows:	<b>45</b>
<b>2.1 Maintenance Training Plan outline. ( 15 Points )</b>  ( 0 Points ) The maintenance training plan outline does not meet the requirements.  ( or 10 Points ) The maintenance training plan outline meets the requirements.  (or 15 Points ) The maintenance training plan outline meets and exceeds the requirements.	
<b>2.2 Training Approach, Methodology and Team. ( 15 Points )</b>  ( 0 Points ) Has not demonstrated that the Bidder understands the objective and that the Bidder has misjudged the scope of the work required. The proposal does not meet the training requirements.  ( or 10 Points ) The proposal meets the training requirements and the training team is identified. The training approach meets the requirements.  ( or 15 Points ) The proposal meets and exceeds the training requirements and they have a well established training team with proven processes.	
<b>2.3 Manuals ( 15 Points )</b>  ( 0 Points ) The information does not meet the requirements.  ( or 10 Points ) The information meets the requirements.  ( or 15 points ) The information meets and exceeds the requirements.	
<b>3. Spare Plan and Spare Parts List</b> An understanding of the Spare Plan and spare parts requirements. Description of the proposed Spare Plan and Spare Parts List approach, and information to meet the Spare Plan and Spare Parts List Requirement.	<b>10</b>

Solicitation No. - N° de l'invitation

21120-147874/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn334

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

21120-14-2007874

File No. - N° du dossier

hn33421120-147874

CCC No./N° CCC - FMS No/ N° VME

( 0 Points ) The spare plan and spare parts list are not provided.	
( or 4 Points ) The spare plan and spare parts list are incomplete.	
( or 7.5 Points ) The spare plan and spare parts list meet the requirement.	
( or 10 Points ) The spare plan and spare parts list exceeds the requirement.	
<b>Total Support Proposal ( maximum 100 Points )</b>	

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## **FORM**

- 1) Institutional Access - CPIC Clearance Request, CSC/SCC 1279**
- 2) Design Change/Deviation, PWGSC-TPSGC 9038**

**Correctional Service of Canada  
Technical Services Branch  
Electronics Systems**

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**Issue 4  
MARCH 2014**

**STATEMENT  
OF  
TECHNICAL REQUIREMENTS**

**UPGRADE**

**of**

**PERIMETER INTRUSION DETECTION SYSTEM  
CLOSED CIRCUIT TELEVISION SYSTEMS**

**AUTHORITY**

This Statement of Technical Requirements is approved by Correctional Service of Canada for the upgrade of the PIDS CCTV Systems at Donnacona, Archambault, Drummond, Cowansville, and La Macaza institutions, as well as the Federal Training Centre and the Regional Reception Centre.

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**Prepared by:  
Raymond Lacoursière**

**Reviewed by:  
Alain Davidson, P. Eng.  
Project Engineer, Electronics/Telecommunications**

**Approved by:**

**Director,  
Engineering Services**

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## ABBREVIATIONS

The following abbreviations are used throughout this specification:

ATP	Acceptance Test Plan
CCTV	Closed Circuit Television
CER	Common Equipment Room
CESM	Chief, Electronic Systems Maintenance
CMO	Correctional Manager Operations
CSC	Correctional Service of Canada
FAAS	Facility Alarm Annunciation System
FDS	Fence Detection System
FOV	Field of View
IP	Internet Protocol
MCCP	Main Communication Control Post
MDS	Motion Detection System
NVR	Network Video Recorder
NVUS	Network Video User Station
PIDS	Perimeter Intrusion Detection System
PIU	PIDS Integration Unit
REPO	Regional Electronics Program Officer
STR	Statement of Technical Requirements
SVSS	Secondary Video Surveillance System
UPS	Uninterruptible Power Supply

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## DEFINITIONS

The following definitions are used throughout this specification:

Design Authority:	Director, Engineering Services, Correctional Service of Canada (CSC)
Contract Authority:	Public Works and Government Services Canada
Contractor:	The company selected as the successful bidder on the contract

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## 1.0 INTRODUCTION

### 1.1 General

CSC has a requirement to improve the existing Perimeter Intrusion Detection System (PIDS) Closed Circuit Television (CCTV) systems for eight (8) institutions: Archambault, Regional Reception Centre (RRC), Cowansville, Donnacona, Drummond, Joliette, La Macaza, and Port-Cartier.

There are three (3) maximum security institutions: Donnacona in Donnacona, the Regional Reception Centre in Ste-Anne-des-Plaines and Port-Cartier. There are four medium security institutions: Cowansville in Cowansville, Archambault in Ste-Anne-des-Plaines, La Macaza in La Macaza and Drummond in Drummondville. The Joliette institution is a multi-level institution for women.

The statement of technical requirements (STR) covers the technical requirements for the work, which will have to be accomplished with minimum disruption to the daily operation and security of the institution.

### 1.2 Scope

The contractor shall design, supply, install, test, and train operators and maintenance personnel on the installed equipment, as described in this STR. The contractor shall provide acceptable documentation for the operation and the maintenance of this equipment.

### 1.3 Requirement

The purpose of this STR is to define the technical aspects for the removal of the existing equipment, and the installation of new equipment.

This STR indicates the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

The primary purpose of the PIDS CCTV system is to provide video surveillance and recording of the fence detection system (FDS) and motion detection system (MDS) installed around the perimeter of the institutions. The PIDS CCTV system is controlled through the PIDS Integration Unit (PIU) for manual and automatic camera switching and recording.

### 1.4 Facility visits

The Design Authority (DA) or his designated representative will coordinate facility visits and indicate to contractors the exact location of the equipment.

These visits may be used to determine the following:

- a. space, power supply, etc., available for equipment at the institutions;



- b. conduits and cables required to power and interconnect the system;
- c. general and operating conditions of the institution.

## 2.0 APPLICABLE DOCUMENTS

### 2.1 Applicability

The provisions contained in the documents listed in the following paragraphs shall apply to all aspects of this requirement, unless these provisions have been exempted or modified by this STR.

### 2.2 Applicable standards and specifications

- a. ES/SOW-0101 Electronics Engineering Statement of Work – Procurement and Installation of Electronic Security Systems
- b. ES/SOW-0102 Electronics Engineering Statement of Work – Quality Control for Procurement and Installation of Electronic Security Systems
- c. ES/SOW-0110 Electronics Engineering Statement of Work – Structured Cable Systems for Electronic Security Systems
- d. ES/SPEC-0006 Electronics Engineering Specification – Conduit, Space, and Power Requirements for Security Systems for use in Federal Correctional Institutions
- e. ES/SPEC-0409 Electronics Engineering Specification – Perimeter Intrusion Detection System Closed Circuit Television System for use in Federal Correctional Institutions, revision 3, November 2001
- f. ES/STD-0203 Electronics Engineering Standard – Colour, Charge Coupled Device, Closed Circuit Television Camera
- g. ES/STD-0204 Electronics Engineering Standard – Fixed/Zoom Lens, Closed Circuit Television Camera
- h. ES/STD-0207 Electronics Engineering Standard – High Security Enclosure, Closed Circuit Television
- i. ES/STD-0221 Electronics Engineering Standard – Fixed Network Colour Camera, Closed Circuit Television
- j. ES/STD-0227 Electronics Engineering Standard – LCD Colour Computer Monitor, Closed Circuit Television

- 
- k. ES/STD-0228 Electronics Engineering Standard – Network Video User Station, Closed Circuit Television

### 2.3 Language

The language at Quebec institutions is French. All display and control information as well as operator manuals shall therefore be in French for these institutions. Maintenance manuals and as-built documentation shall be provided in English. Training and documentation shall be provided as per Paragraphs 5.1 through 5.4.

## 3 OPERATIONAL CRITERIA

### 3.1 General

The operational parameters of the installed equipment shall meet the performance and operational requirements in accordance with the specifications and standards listed in paragraph 2.2.

### 3.2 Existing camera systems

The contractor shall test the operational characteristics of all existing equipment and systems, equipment near the work location or that will be reused, prior to removing or installing any equipment. The contractor shall also submit a written report of these tests to the Crown.

The contractor shall identify any operational deficiency of equipment or else risk being held accountable for system deficiencies during the commissioning period.

### 3.3 Concept of operation

Video surveillance of certain restricted zones is required to maintain secure conditions to protect staff and inmates. CCTV cameras will be installed at various locations to provide the required video surveillance.

All control functions, such as selecting and controlling pan/tilt/zoom (PTZ) cameras, and reading, recording, searching or archiving videos on recordable compact disks (CD-R) or rewritable DVDs (DVD-RAM), shall be performed using a mouse. The operator interface shall be identical regardless of whether users are accessing the analog or IP part of the system.



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#### 4.0 TECHNICAL REQUIREMENTS

##### 4.1 Existing PIDS CCTV systems

CCTV systems generally consist of black and white and colour cameras, lenses, outdoor camera enclosures mounted on towers and other structures around the institution. The video sequential switchers are located in the CERs, and the CCTV monitors are integrated into the PIDS/SVSS that are located in the institution's MCCP. The contractor will receive a full description of how the perimeter surveillance system operates in the following standards document: *ESS/SPEC-0409 Specification – Perimeter Intrusion Detection System Closed Circuit Television System for use in Federal Correctional Institutions, 3rd revision, November 2001.*

The contractor shall test the operational characteristics of all existing equipment and systems, whose equipment is in proximity to where work will be carried out or which will be reused, prior to removal or installation of any equipment, and provide a written record of those tests for the CESM, Quebec Region.

The contractor shall identify any operational deficiency of equipment being integrated or be held accountable for system deficiencies during the PIDS CCTV commissioning period.

Each institution has an Internet Protocol (IP) type CCTV system consisting of a number of cameras, network video recorders (NVR) and network video user stations (NVUS). The IP CCTV systems are interconnected by networks of fibre and CAT6 cables. Genetec Omnicast software was installed to provide control and management of the IP CCTV system.

Each institution has a PIDS CCTV system consisting of a number of perimeter analog cameras, a matrix video switcher and monitors. The video from the cameras can be switched manually or in automatic sequence to the monitors by the video switcher. The video switcher is controlled by commands from the PIDS Integration Unit (PIU). The existing analog PIDS cameras have been connected to the IP CCTV system through Axis 243Q NTSC-IP video converters. The video from the PIDS cameras is recorded on the IP CCTV system archive NVRs.

The contractor will have to reuse the fibre optic network dedicated to this purpose that exists in most of the institutions. Should the contractor need to supply and install a new cable network, the contractor will avoid the use of conduit in inmate accessible areas. The contractor shall use existing pipe chases, existing conduits in the walls, etc. Section 4.17 describes the requirements for installing and labelling cables and conduits.

##### 4.2 Existing network video recorders

The main (directory) NVR is deployed in such a manner that it:

1. directs and controls the deployed systems requests;
2. controls system failover;
3. records PIDS cameras on alarm at 15 fps;

4. records PIDS cameras continuously at 1 fps;
5. controls the interface between the Genetec system and the PIU system.

The secondary NVRs are deployed in such a manner that they:

1. record the SVSS continuously at 15 fps;
2. provide server heartbeat.

The PIDS NVR is deployed in such a manner that it:

1. records PIDS cameras on alarm at 15 fps;
2. records PIDS cameras continuously at 1 fps;
3. provides server heartbeat.

The failover NVR is deployed in such a manner that it:

- directs and controls system requests upon main NVR failure;
- controls system failover;
- records PIDS cameras on alarm at 15 fps upon main NVR failure;
- records PIDS cameras continuously at 1 fps;
- controls the interface between the Genetec system and the PIU system upon main NVR failure.

A 360-degree camera server is deployed to record/review/export the video from the 360-degree camera at institution entrances.

The winning contractor that examines the systems will find the current video display and recording configuration of the PIDS cameras as follows:

- all PIDS cameras are continually recorded at 1 fps at 640x480 resolution using MJPEG compression for a minimum of 168 hrs (7 days);
- all SVSS cameras are continually recorded at 15 fps at 640x480 resolution using MJPEG compression, also for a minimum of 168 hrs (7 days);
- revolving pre-alarm recording of all PIDS Cameras; four PIDS camera per alarm are activated to comply with standard ES/SPEC-0409, for the duration of the alarms, including a 15 second pre-alarm buffer, at 15 fps at 640x480 resolution using MJPEG compression;
- all PIDS cameras are available for manual recording at 15 fps at 640x480 resolution using MJPEG compression for the duration of the manual record request or the configured manual recording time out period, whichever occurs first. The manual record control is established as a control icon on the PIDS display. Activating the manual record function causes the four currently displayed cameras to be continually recorded at 15 fps at 640x480 resolution using MJPEG compression. When the manual record function is de-activated, the associated cameras will revert to the normal recording condition. The manual record function is configured to automatically de-activate after a pre-configurable time period. The default time will be set to 10 minutes. This will help ensure that NVR storage space is not inadvertently used for unnecessary manually recorded video;

Network Video User Stations (NVUS) are provided and distributed within the institution and connected



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to the network for system administration, maintenance, review of recorded video, or for real-time sector surveillance. Some NVUS also provide for archiving of recorded video to CD or DVD through use of the on-board DVD R/W Disk.

The Perimeter Intrusion Detection System CCTV Video Recording System is integrated into the existing PIU for annunciation and control of system alarms. This information is also included in standards document ES/SPEC-0409.

#### 4.3 Existing network video user stations

One NVUS is provided and connected to the network for system administration, maintenance, and review of recorded video. The NVUS also provides for archiving of recorded video to DVD through use of the on-board DVD R/W disk. The Network Video User Station is connected to a rackmount KVM switch for control and display.

#### 4.4 Existing video servers

Axis 243Q video servers are provided to encode the existing analog PIDS cameras for connection to the IP CCTV system.

Each Axis 243Q video server provides for 30 fps per channel in MJPEG format at 640x480 resolution as well as 1 fps per channel in MJPEG format at 640x480 resolution. The MJPEG video streams are provided as simultaneous streams allowing for the required recording capability. (See ES/SPEC-0200).

The MJPEG-1 streams from the Axis 243Q video servers allow all PIDS cameras to be recorded at 15 fps at 640x480 pixels resolution upon alarm. A typical alarm condition recording consists of four cameras, corresponding to the alarmed zone. The recording starts 15 seconds prior to the alarm condition (pre-buffer) and remains for the duration of the associated PIU alarm.

The MJPEG-1 streams allow live viewing for PIDS cameras at 30 fps at 640x480 resolution.

The MJPEG-2 streams from the Axis 243Q video servers allow all cameras to be continuously recorded at a minimum frame rate of 1 fps at 640 x 480 pixels resolution.

The analog video images from the PIDS cameras are connected through the existing loop through ports on the Panasonic WJ-SX550 matrix video switcher to the Axis 243Q video servers.

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#### 4.5 Existing PIU integration

Status from all critical components of the new PIDS CCTV video recording system is integrated into the existing PIU system. This integration is provided through the Dynatrol LAN to Serial Interface (LANSER) produced by *Marcomm Fibre Optics Inc.* The Dynatrol LANSER is part of the overall IP CCTV System and is connected to other components of the system through the network switch.

The integration capabilities include the following:

**NVR Virtual Matrix Failure**

The LAN to Serial Interface lost communication with the NVR.

**NVR Archiver Failure**

The archiver process has been stopped.

**NVR Auxiliary Archiver Failure**

The auxiliary archiver process has been stopped.

**Genetec Integration Macro Failure**

The LAN to Serial Interface lost communication with the integration macro that is used to send the state changes from the Genetec system to the FAAS and vice-versa.

**360 Degree Server Offline**

The LAN to Serial Interface lost communication with the 360 degree server.

**360 Degree Camera Failure**

The 360 degree camera is offline and/or the video is not being recorded to disk.

**UPS Failure**

The UPS is not being provided with AC.

**UPS Offline**

The LAN to Serial Interface lost communication with the UPS.

**Encoder Loss Alarm (per encoder)**

The encoder is offline and the video associated to is not being recorded to disk.

**Video Loss Alarm (per encoder)**

The analog signal attached to the encoder is lost and a blank screen is being recorded to disk.

#### 4.6 Existing Uninterruptible Power Supply (UPS)

The existing IP CCTV equipment in the common equipment room (CER) is powered from an uninterruptible power supply (UPS) with a minimum of one hour of emergency power backup.



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#### 4.7 Existing cable network

The PIDS camera and wiper controls are connected to the IP CCTV systems over a fibre optic cable network for institutions that have a fibre optic network, or by coaxial cable for the other institutions. Details of the cable networks at all the institutions are provided in Appendix C.

#### 4.8 Fields of view

The contractor shall take photos of or make digital recordings on CD or DVD of all of the fields of view (FOV) of the cameras to be replaced prior to starting work. The photos or recordings of the FOV shall be handed over to CSC before any work begins. The FOV of all of the replacement cameras and lens combinations shall be equal to or better than the existing FOV.

#### 4.9 Removal of equipment and cable

The contractor shall remove all redundant cables, conduit, cabinets, equipment and hardware located in and on various buildings. Care must be taken to ensure that any cables and conduits of other systems are not damaged. All electronic equipment and cabinets shall be handed over to CSC in good condition. The contractor shall dispose of all removed cables, conduit and hardware off site in an environmentally friendly way.

The contractor shall provide, to the CESM or his or her representative, a list of all equipment and cabinets removed. This list shall contain the following information as a minimum: location, make, model and serial number. This information will be used to ensure the removal of the equipment from the maintenance contract, and its proper disposal.

#### 4.10 System installation

The contractor shall provide, install and test all new and replacement PIDS CCTV cameras and associated system components as specified in this STR. All new and replacement CCTV cameras and components installed as part of this contract shall be compatible with and shall form an integral part of the existing integrated IP CCTV systems. The existing IP CCTV systems shall be expanded and re-configured to accommodate the integration. The video from all new and replacement cameras shall be connected to and recorded by the integrated IP CCTV systems. The new IP CCTV system components shall meet or exceed all the performance and operational requirements contained in the SOWs, specifications and standards listed in Section 2.2.

#### 4.11 Cameras and lenses

The contractor shall supply and install fixed IP cameras with an enclosure equipped with integrated heating and wipers at the locations and according to the quantities listed in Appendix B. The contractor shall also supply additional cameras for replacement needs; these quantities are also listed in Appendix B. The preferred equipment shall meet the power supply characteristics per PoE port, the

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day/night luminous sensitivity according to CSC criteria, and the dry contacts required to activate the wipers on the outdoor enclosure that will be transmitted over the existing fibre optic cable in most institutions. Based on the photos of the fields of view of each camera (see Section 4.8), the camera lens shall be of variable adjustment depending on the requirements for each installation location for the best field of view. Examples include: focusing lenses of 2.8–11 mm, 3.0–8.0 mm, and 5–50 mm variable. All cameras shall have a colour mode and B/W mode for night, and shall switch automatically between the two modes as the light level changes over the course of the day. The cadence of photographs and video compression shall be H.264 for all cameras in the system, not just the perimeter surveillance cameras. One of the dry contacts on the camera shall be used to power the wiper (see Section 4.22).

The environmental, power, mechanical and technical requirements for the fixed cameras are specified in ES/STD-0221.

The environmental, mechanical and technical requirements for the fixed/zoom lenses are specified in ES/STD-0204. The lenses must be of the same manufacturer as the cameras, or approved by the camera manufacturer. Unproven third party lenses are not acceptable.

#### 4.12 Switches

All exterior equipment connected in the existing NEMA enclosures around the perimeter shall be IP66 or IP67 certified in order to withstand the weather conditions.

Switches installed in equipment enclosures to allow CAT6 to fibre optic conversion shall be power over Ethernet (PoE) switches. These switches shall power the cameras over a CAT6 cable. After the bidders' site visit, CSC will designate the equipment to be installed in the existing NEMA 4X enclosures that are 30x36x8 inches in size (length x height x width). Since the space for the enclosures is restricted, the switches will offer a maximum possibility of 12 ports.

#### 4.13 Camera power supply

Power for the cameras shall be supplied by the newly installed switches in the equipment enclosures. The switches shall be Power over Ethernet (PoE) switches. (See Section 4.12) Power will be supplied via a CAT6 cable.

#### 4.14 Camera enclosures

The contractor shall supply and install heating/de-icing enclosures with integrated wiper at the locations and according to the quantities listed in Appendix B. The contractor shall also supply additional enclosures for the spare parts inventory, according to the quantities listed in Appendix B. The contractor's preferred equipment shall exceed CSC technical characteristics. For example, the VIDEOTEC model HOV, through the heating system near the lens opening that is necessary to de-ice



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the glass and the motor that can run in neutral should the wiper be caught in ice, thereby keeping the motor from overheating. The power for these enclosures will be provided from the NEMA 4X equipment enclosures mentioned in point 4.12.

#### 4.15 Sites equipped with fibre optic networks

Each site is equipped with Hammond EN4SD36308GY NEMA 4 fibre distribution 120VAC power cabinets (heated). The AC power is provided from the local PIDS CCTV circuits at the closest available location. The AC power is terminated in the new fibre distribution cabinets in a manner compliant with the local electrical codes.

50/125 multimode, loose tube cable, is supplied and installed in the existing cable trays from the MCCP to the new fibre distribution cabinets. The new optical fibres are terminated with 3M 6100-B ST connectors. At the head end CER location, the fibres are housed in a F1-RM72XA, 72 port rack mount patch panel, equipped with twelve (12) F1-ST6LM coupler plates. The new fibre is terminated with ST connectors in F1-EW12, 12 port wall mount patch panels, each equipped with one or two F1-ST6LM coupler plates. All new fibres were tested in both directions with an OTDR at both 850nm and 1300nm wave lengths. Test results were provided in hard and soft copy as part of the maintenance manuals.

American Fibretek (AFT) MTM-1690P transmitters, located at the camera end, and AFT RRM-1690P rack card receivers installed in AFT SR20/2 card cages, located in the CER, were provided. The AFT MTM-1690P and RRM-1690P are single fibre, bi-directional transceivers supporting one-way video with reverse Panasonic camera and PTZ control as well as VD2 sync. In addition, the transceivers provide a bidirectional contact closure which accommodates the required wiper on/off control without the need for a separate pair of fibre modules. One dedicated fibre optic strand will be provided for each camera.

The contractor shall supply and install a fibre optic network in institutions where one does not exist. The fibre backbone shall be 24-strand.

The contractor shall supply fibre optic cables that meet the requirements below:

- .1 Operating conditions: outdoor, indoor, buried and aerial.
- .2 Type of fibre: 50/125 µm GIGAlite ISO/IEC OM3
- .3 Number of strands: 24
- .4 Maximum attenuation (dB/km): 3.0/1.0
- .5 Temperature:
  - .1 Temperature range: -40°C to 70°C.
- .6 Acceptable product: Corning, Berk-Tek or approved equivalent.

In total, three (3) institutions shall receive a fibre backbone. (More details in Section 6)

Cowansville Institution will require a complete fibre optic video cable network. The fibre shall be secured to the perimeter fence, at about two feet from the top of the fence. The fibre shall be inside

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the outside fence and shall be secured with UV-resistant fasteners. Consider an average fence distance of 1.5 km. The fibre shall end in the equipment cabinet located in the CER.

Port-Cartier and Joliette institutions will require a complete fibre optic video cable network. The fibre shall be secured to the perimeter fence, at about two feet from the top of the fence. The fibre shall be inside the outside fence and shall be secured with UV-resistant fasteners. Consider an average fence distance of 1.5 km. The fibre shall end in the equipment cabinet located in the CER.

All other institutions, which are Donnacona, Drummond, Leclerc, Archambault, Regional Reception Centre and La Macaza, already have a fibre optic network.

#### 4.16 Equipment enclosures

All institutions that need a fibre backbone will also need new equipment enclosures and new conduits. (See Section 6 for more details)

Cowansville, Port-Cartier and Joliette institutions will therefore need new equipment enclosures (see Appendix B for the quantity). All the new materials shall be installed in the enclosures.

The contractor shall supply and install NEMA 4X enclosures that are 30 x 36 x 8 inches in size (length x height x width) with a tamper alarm contact.

#### 4.17 Cables and conduits

The contractor shall avoid, as much as possible, the use of conduits in inmate accessible areas. The contractor shall utilize existing pipe chases, existing conduits in the walls, etc., where possible. New lengths of conduit shall be of the minimum necessary length. All newly installed conduits carrying video for this project shall be identified, except in inmate accessible areas, by prominent labels with **BRIGHT GREEN** wording. These labels shall be located at each end of the conduit run, on both sides of any penetration of a wall, and at 3.5 metre points along its length.

All data cables and data jumper cables (minimum 23 gauge), jacks and connector boots installed as part of this project, whether CAT6 or fibre optic, shall be **BRIGHT GREEN** in colour. All cables shall be FT4 rated.

All patch cables are to be stranded cable with RJ45 connectors. RJ45 connectors are not to be attached to solid conductor cable.

All \*installed runs of CAT6 cable are to be solid conductor cable and terminated into patch panels in equipment racks or faceplates in other locations.

\* An installed cable is any cable that is run through a conduit, run from one area in a building to another area, any cable that travels farther than the adjacent equipment cabinet in a series of cabinets.



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Note: Equipment cabinets must be abutting without side panels to open connection to be considered adjacent.

The contractor may use existing conduit that has become available after removing redundant CCTV cables. The size and quantity of available conduit must be determined by the contractor during the site visit.

#### 4.18 **Matrix video switchers**

The video cables from the PIDS cameras at the sites are connected to Panasonic model WJ-SX550 video matrix switchers. The video switchers are controlled by control signals from the PIU (see Section 5.10). All video switchers shall be removed. The contractor shall interface on the existing PIU and IP CCTV systems so that the PIU transmits the required and compatible signals to initiate alarm and manual record as per Paragraph 4.2.

#### 4.19 **Video servers**

The video signals from all cameras at the sites are transmitted from the video switchers through video servers to the IP CCTV system. All video switchers shall be removed as they will no longer be used with the arrival of the new equipment. (See Section 4.9) The video signals from all cameras shall be connected directly to the IP CCTV systems.

#### 4.20 **Monitors**

There are four CCTV monitors in each MCCP. All monochrome (B/W) monitors shall be replaced by colour monitors. Replacement monitors shall be the same size in order to fit in the cabinet unit (see ES/STD-0227). Some monitors located outside the CER may no longer be compatible with the new digital system in place. If these monitors have only coaxial inputs, they will have to be replaced with new monitors that are compatible with the new system.

#### 4.21 **Wiper control**

The Axis 221 camera has inputs/outputs. One of these contacts will be used to control the wiper.

In the CER, the contractor shall supply and install sufficient IP network I/O modules. For information purposes, the Axis P8821 unit should permit this possibility. These modules provide the link between the wiper control and the video encoder. The contractor will indicate any other equivalent brand and model based on this installation strategy. We prefer an installation by way of an expansion card bay.

#### 4.22 **Uninterruptible power supply**

The contractor shall provide an uninterruptible power supply (UPS) to power the switches in the perimeter enclosures. One UPS shall be installed in each perimeter enclosure. The UPS shall have sufficient capacity to provide backup power for one hour and have environmental resistance to temperatures ranging from -40°C to +60°C.

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#### 4.23 AC circuits

The contractor shall supply and install sufficient 120 VAC circuits on emergency power to power all the new equipment. The contractor shall supply and install sufficient AC receptacles to accommodate all new equipment installed under this project. New equipment shall not be powered from existing receptacles and circuits. Home and office type power strips are not permitted.

#### 4.24 Equipment cabinet

Where the scope of work requires the provision/installation of an equipment cabinet in the CER/TER of one of these institutions, the following specifications must be met:

Power distribution inside a cabinet or rack by means of two rows of power outlets supplied by the original cabinet or rack manufacturer; each row shall have at least six outlets and shall be connected to the emergency power;

Raised ceiling for ventilation;

Front and rear metal doors, all with louvers and locks that are keyed alike;

Removable side panels with louvers;

Four articulated adjustable feet;

Standard EIA 19" wide adjustable brackets for mounting equipment;

At least 32" useable depth, at least 77" useable height.

#### 4.25 Conduit check for reuse

This section specifies the reuse of existing pipe chases and conduit in the institutions. The contractor shall inspect all conduit to be reused to ensure there is no non-reusable conduit available. The contractor shall provide a written record of the inspections for CSC. All non-reusable conduit shall be replaced according to the change request procedures of the contract. The contractor shall supply an estimate of the completion costs and the evaluations of the inspections required to support the change request in order to make a change to the scope of the work.

#### 4.26 Site specifics

See Appendix C for details of the existing system components and interconnecting cabling.

#### 4.27 Expandability

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It shall be possible to expand the system beyond the originally installed capacity through the installation of additional hardware. System expandability shall not be limited in this regard.

It shall be possible to use the digital backbone for other applications in the future, such as voice paging, voice intercom, access control, door control, etc. These systems may be installed by a different manufacturer than the original IP video system.

#### 4.28 Substitution of materials and equivalents

1. The contractor shall bear in mind during construction that a product made in Canada may not be substituted by a product made outside Canada, unless the substitution represents a considerable cost savings and it has been approved by CSC.
2. Manufacturer names, catalogue references and brand names that may appear on plans or in specifications are used to give a precise indication of the type and quality of the equipment, merchandise and materials required. Bids shall be based on the products indicated in the plans and specifications. When more than one brand is specified in the specifications for the same equipment or product, the contractor shall be free at any time to choose any of the products specified, except for items where the contractor must choose when the bid is presented.
3. For the main electrical parts, the contractor shall decide on the product it proposes to use when presenting the bid. If the contractor proposes an equivalent product for one of these items, the contractor shall indicate the appropriate item in addition to its choice of one of the products permitted by the specifications.
4. The contractor shall, at its own expense, take care of all required changes and details, whether they are performed by the contractor or a subcontractor, when a product or material is chosen that is different from those used as a basis for preparing the plans and specifications.
5. The contractor may submit only one substitution request for each item specified, and if the request is refused, the contractor shall supply what is specified.
6. The request shall be made before the device is purchased, failing which the contractor will be held responsible for the costs that could be incurred by refusal of the substitution.
7. The CSC project manager may request proof of equivalency, which the contractor shall supply by means of documents such as technical specifications or reports issued by a recognized laboratory that has tested and analysed the merchandise, equipment or materials concerned. The main basic criteria are: construction, performance, capacity, size, arrangement of connections, minimum standards, availability of spare parts, maintenance problems, inspections, delivery deadlines, the existence of similar devices in service for some time.
8. Better delivery will not be a sufficient reason to justify a substitution request because it is assumed that the contractor, by bidding, has taken the delivery deadlines of its suppliers into account.
9. A contractor (and its subcontractors) wishing to use merchandise, equipment or materials considered equivalent to those described by the brand names shall submit its request with the bid, indicating the price difference (higher or lower) that would apply if the equivalent is accepted.
10. Any materials or products proposed as an equivalent shall be considered not equivalent until an equivalency certificate has been issued by the CSC project engineer.
11. If the contractor is unsuccessful in meeting the CSC project engineer's requirements to demonstrate that the device being proposed for installation is equal to or better than the device specified, the contractor shall install the device specified.

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12. It is expressly agreed that no request for equivalency shall be considered if it is received after the bids are opened.

#### 4.30 Scope of work

The contractor shall have the following responsibilities under this contract:

1. Carefully review the nature and current indoor and outdoor condition of the institution for a final evaluation of the work to be performed on site since no extra payment may be claimed in this respect.
2. This contract includes supplying the materials, labour, work, tools, scaffolding and anything else required for full installation of the work/system described in this STR in order to complete the project mentioned in the heading.
3. All materials shall be new, of the quality specified and carrying the appropriate seal of approval (CSA, etc.).
4. Replace the existing analog cameras with IP cameras.
5. Supply and install heated/ventilated camera enclosures with wiper for each newly installed camera.
6. Supply and install a fibre optic/Ethernet converter in the perimeter enclosures.
7. Interface and power the cameras using CAT6 cable under the PoE strategy.
8. Dismantle the matrix (Panasonic SX550C) in the CER cabinet or in the MCCP cabinet.
9. Program a virtual matrix of the Omnicast platform.
10. Interface the virtual matrix to the existing equipment.
11. Interface the monitors to the new equipment.
12. Replace the monitors that are not compatible with the new equipment (monitor with coaxial inputs only).
13. Supply and install CAT6 cable and all conduit required to connect the cameras to the perimeter enclosures.
14. Supply and install the fibre optic cable and NEMA 4X perimeter enclosures at all institutions that are currently not interfaced on fibre.

This list is comprehensive but not exhaustive. Any additional tasks shall be evaluated by the contractor to ensure that its proposal reflects what is needed for a functional, complete project.



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**5.0 ADDITIONAL REQUIREMENTS**

**5.1 Operator training**

The contractor shall prepare and present a two-hour operator training course at each institution, to individuals responsible for operation of the equipment, in accordance with specification ES/SOW-0101. The training course shall be provided at each site, to two groups of five operator-trainers in French. The course shall concentrate on the features and proper operation of the installed system. The course shall be presented on site within two weeks of successful acceptance testing of the system. Training sign-in sheets shall be included in the final documentation package and shall clearly identify the name, date and location of training (institution), printed name of attendees, signature of attendees, and attendees' comments on training.

**5.2 Maintenance training**

The contractor shall prepare and present a two-day training course at each institution, to individuals responsible for maintenance of the equipment, in accordance with specification ES/SOW-0101. The training course shall be provided at each site, to one group of five technicians in English. The course shall concentrate heavily on the material contained in the technical manual and as-built drawings. The course shall be presented on site within two weeks of the successful acceptance testing of the system. The course syllabus shall be presented to the CESM for approval at least two weeks prior to training commencement. Training sign-in sheets shall be included in the final documentation package and shall clearly identify the name, date and location of training (institution), printed name of attendees, signature of attendees, and attendees' comments on training.

**5.3 Manuals**

The contractor shall provide the operator manuals in accordance with specification ES/SOW-0101. The contractor shall provide ten paper copies of the operator manual in English to the site. The contractor shall provide one paper copy of the operator manual in English to the CESM, the REPO, and ADGA Headquarters (attn: Project Manager, CSC National Maintenance Program).

The contractor shall amend the five existing paper copies of the IP CCTV maintenance manuals to include all the changes made to the IP CCTV system as part of this contract. The maintenance manuals shall include the duly completed ATP forms. The amended maintenance manuals shall include all the information and drawings found in the existing manuals and from this contract.

The contractor shall provide all copies of the maintenance manuals in English. The contractor shall provide two copies of the maintenance manual to the site, one copy to the CESM, one copy to the CSC project engineer and one copy to ADGA Headquarters (attn: Project Manager, CSC National Maintenance Program).

The maintenance manuals shall include the duly completed copies of the ATP and copies of the ATP results. The contractor shall provide five copies of the amended maintenance manual in electronic format on CD or DVD. All manuals shall have an interactive index that links the table of contents to

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documents within the manual. All documents within the manual shall be presented in Adobe Acrobat PDF format.

#### 5.4 **As-built drawings**

The contractor shall provide amended copies of the as-built drawings. The amended copies shall include all the information found on the existing drawings and all the information from this project. The contractor shall provide electronic and paper copies of the as-built drawings of the site installation in AutoCAD 2010 format and in accordance with specification ES/SOW-0101. The contractor shall provide two copies of the as-built drawings to the site, one to the CESM, one to the REPO and one to ADGA Headquarters (attn: Project Manager, CSC National Maintenance Program).

#### 5.5 **Software**

The contractor shall provide CD/DVD copies of any system software in accordance with specification ES/SOW-0101. The contractor shall provide two copies of the software to the site, one to the CESM and one to the REPO.

#### 5.6 **Testing**

- 5.6.1 The contractor shall provide a detailed ATP to the CESM, or his or her designated representative, by fax or e-mail, for approval at least two weeks prior to the start of installation of the CCTV equipment and system.
- 5.6.2 The contractor shall complete one hundred percent of the tests outlined in the ATP prior to the ATP testing being carried out by the CESM.
- 5.6.3 The contractor shall provide a fully completed and signed copy of the ATP to the CESM, or his or her designated representative, by fax or e-mail, at least two working days prior to the start of the final ATP testing. This copy of the ATP shall include all of the results of the tests carried out in Section 5.6.2.
- 5.6.4 In the case where subcontractors have been used, the contractor shall provide written confirmation that the work of its subcontractor has been inspected and verified. This verification shall be sent to the CESM or his or her designated representative, by fax or e-mail, at least two days prior to the start of the ATP.
- 5.6.5 Testing may be carried out by the CESM, his or her designated representative or a third party contractor.
- 5.6.6 The CESM may repeat all of the ATP tests done by the contractor or a percentage of them. If there is an unacceptable level of failed tests during the ATP testing by the CESM, the ATP testing will be halted until the contractor has corrected the failures.
- 5.6.7 If the CESM finds a minor deficiency during the ATP testing that does not affect the



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operational effectiveness of the CCTV equipment or system, the ATP testing may continue. If a major deficiency is found during the ATP testing that reduces the operational effectiveness of the CCTV equipment or system, the testing must cease until the deficiency has been corrected.

5.6.8 ATP testing shall be done during normal working hours, 8 a.m. to 4 p.m., Monday to Friday. ATP testing at other times will only be done in an emergency situation.

5.6.9 The CESM or his or her designated representative will sign off on the ATP, upon the successful conclusion of the testing. Any minor deficiencies noted during the testing will be indicated on the ATP form. This signature indicates the conditional acceptance of the system.

5.6.10 The system will be subjected to operational testing for a period of two (2) weeks following the conditional acceptance of the system. CSC will formally accept the system from the contractor at the end of this two (2) week period, but only if ALL deficiencies have been corrected.

5.6.11 Any deficiencies noted by CSC during this two (2) week operational testing period will be communicated to the contractor, who will then be required to correct the deficiencies. The two (2) week operational testing period will begin again after all deficiencies have been corrected.

5.6.12 The equipment warranty period will start on the date the system is formally accepted.

**5.7 Operational down time**

Equipment and systems operational down time shall be kept to a minimum. All down time shall be coordinated with the Correctional Manager Operations (CMO) on site or designate. The contractor's staff may be required to work during evenings, nights and/or weekends to reduce the amount of down time and to meet operational requirements.

**5.8 Institutional operations**

The contractor shall take every precaution to minimize any disturbance to institutional operations. The contractor and its staff on site shall cooperate fully with operational staff and conform to all security requirements.

**5.9 Institution addresses**

Donnacona Institution  
1537 Highway 138  
Donnacona, Quebec G3M 1C9

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Archambault Institution  
242 Montée Gagnon  
Ste Anne des Plaines, Quebec J0N 1H0

Regional Reception Centre  
242 Montée Gagnon  
Ste Anne des Plaines, Quebec J0N 1H0

Drummond Institution  
2025 Jean de Brébeuf Boulevard  
Drummondville, Quebec J2B 7Z6

Cowansville Institution  
400 Foryce Avenue  
Cowansville, Quebec J2K 3N7

La Macaza Institution  
321 Chemin de l'Aéroport  
La Macaza, Quebec J0T 1R0

Joliette Institution  
400 Marsolais Street  
Joliette, Quebec J6E 8V4

Port-Cartier Institution  
1 Chemin de l'Aéroport  
Port-Cartier, Quebec G5B 2W2

Federal Training Centre  
6099 Lévesque Boulevard East  
Laval, Quebec H7C 1P1

#### 5.10 PIDS/FAAS controls and alarm management platform

This platform with unique intellectual property used in a standard manner in our institutions is governed by:

Senstar Corporation  
119 John Cavanaugh Drive  
Carp, Ontario K0A 1L0

In order to receive signals of video loss to the PIDS system, a Dynatrol communications interface has been deployed. These unique intellectual property rights are governed by:

Marcomm Systems Group Inc.  
29 Antares Drive  
Ottawa, ON K2E 7V2

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5.11 **Integration responsibility**

The contractor is responsible for providing a fully functional system, including any liaison with *Senstar* in order to have the database modified to accept any information provided by the external system being installed.

5.12 **Security**

The contractor must submit completed CPIC forms for all staff who will be working at the institutions. The CPIC forms must be submitted to the REPO, or his designate, ten (10) working days prior to the start-up date.

5.13 **Safety**

The Contractor must comply with the document titled "Safety Regulations for Security Electronics Contractors Working at CSC Institutions" attached as Appendix A.

5.14 **Communication responsibility**

The contractor is responsible for briefing institution staff prior to leaving the work site for the day. The briefing shall be given to the Correctional Manager Operations, and shall include, as a minimum:

- a) Work performed that day;
- b) Operation status of the system, including any limitations in functionality or peculiarities;
- c) Contact name and number in the event of a system failure.

5.15 **Spares**

The bidder's proposal shall include a recommended spares list.



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## 6.0 ADDITIONAL SPECIFIC SITE CHARACTERISTICS

In general, for all sites involved in the project: Prepare mitigation reports following installation. These reports shall be included in the maintenance manuals to be provided to CSC (see Section 5.3, Manuals). All exterior electronic material shall meet or exceed standard IEC EN60529 IP66 and IP67.

**The contractor shall be responsible for simplifying the configuration options to allow archiving in H264 format, full resolution possible (1024 × 1080) in accordance with the performances of the selected camera model with a resolution of 30 fps.**

### 6.1 Cowansville Institution

Fibre optics and perimeter enclosures

This institution will require a complete fibre optic video cable network. The cable shall be secured to the perimeter fence (see Section 4.15). Consider an average fence distance of 1.5 km. The fibre shall end in the equipment cabinet located in the CER. A 24-strand cable shall run from the CER and be installed in the clockwise direction on the perimeter fence and another 24-strand cable shall be installed in the counter-clockwise direction.

In total, 5 perimeter enclosures shall be installed on one of the towers located in each corner. Each enclosure shall contain an adequate number of fibres for future expansion (see Section 4.16 for the enclosure specifications). Install conduit between the perimeter enclosure and the camera enclosures.

Scope of work:

- Replace the conduit between the CER and the outside fence
- Add 24-strand fibre optic cables (two runs) secured to the inside of the outside fence up to the cross-connect panel in the perimeter enclosures (4 locations)
- Add 2" conduits between the perimeter fence and the perimeter enclosure located at the foot of the 4 towers
- Install bollards to protect the conduit for the 24-strand fibre optic cable coming from the outside fence
- Add fibre optic connectors at the two ends
- Install the fibre optic interface and the 24-port cross-connect panel (FIS 24-Port Deluxe Wall Mount Enclosure F1-EW24 by Fibre Instrument Sales) to the 4 towers in the NEMA 4X perimeter enclosure with a heater and fan
- Install two 1" conduits between the perimeter enclosure and each camera: one for power to the enclosure and one for data
- Install a perimeter enclosure on the towers in each corner (4 locations)
- Install tamper alarms on the 4 perimeter enclosures
- Install a 72-port cross-connect panel in the CER
- Install a fibre optic interface for 26 cameras in the CER
- Remove all underground coaxial cables



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## 6.2 Joliette Institution

### Fibre optics and perimeter enclosures

Currently, all camera video signals are carried directly to the CER by coaxial cables. The coaxial cables are located in underground conduits along the perimeter. The contractor shall remove the existing coaxial cables.

There is an existing conduit from building A to building 9-10 (housing units). This conduit must be extended in a straight line to the edge of the property, on the other side of the perimeter fence; the conduit will require a distance of approximately 150 metres.

Two 24-strand cables shall run from the CER, pass through the existing conduits and through the newly extended conduit, then exit the conduit and run up the fence. One fibre shall be installed in the clockwise direction and the other in the counter-clockwise direction. A distance of 250 metres and 450 metres respectively will be required for the perimeter fence in the clockwise and counter-clockwise directions. The fibre shall be inside the fence and shall be secured with UV-resistant fasteners.

In total, 4 perimeter enclosures shall be installed on the fence (see Section 4.16 for the enclosure specifications). Each enclosure shall contain an adequate number of fibres for future expansion. Install conduits between the equipment enclosure and the camera enclosures.

In total, seventeen (17) cameras shall be connected to the new perimeter enclosures.

-4 cameras shall be connected in one enclosure located on the perimeter fence near building E. 4 fibres and at least 4 spares, for a total of eight (8) fibre optics, shall be directed to this enclosure.

-3 cameras shall be connected in one enclosure located on the fence near the UVFP building. 3 fibres and at least 4 spares, for a total of seven (7) fibre optics, shall be directed to this enclosure.

-2 cameras shall be connected in one enclosure located on the fence near buildings 9 and 10. 2 fibres and at least 5 spares, for a total of seven (7) fibre optics, shall be directed to this enclosure.

-3 cameras shall be connected in one enclosure located on the fence near buildings 7 and 8. 3 fibres and at least 5 spares, for a total of eight (8) fibre optics, shall be directed to this enclosure.

The other five (5) cameras installed on buildings B, C and D shall be connected directly to the CER. The cabling for these cameras shall be inside the buildings. The 2 cameras on building D are located 50 metres from the CER, the 2 cameras on building C are located 100 metres from the CER, and the camera on building B is located 150 metres from the CER.

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### 6.3 Port Cartier Institution

#### Fibre optics and perimeter enclosures

This institution will require a complete fibre optic video cable network. The cable shall be secured to the perimeter fence (see Section 4.15). Consider an average fence distance of 1.5 km. The fibre shall end in the equipment cabinet located in the CER. A 24-strand cable shall run from the CER and be installed in the clockwise direction on the perimeter fence and another 24-strand cable shall be installed in the counter-clockwise direction. There is an underground conduit that runs from building 2 to the perimeter fence. The 2 fibres shall pass through this conduit and attach to the fence. A drawing showing the path of the fibre will be provided at the site visit.

In total, 4 perimeter enclosures shall be installed on the towers. Each enclosure shall contain an adequate number of fibres for future expansion (see Section 4.16 for the enclosure specifications). Install conduits between the perimeter enclosure and the camera enclosures.

### 6.4 Federal Training Centre

In this institution, a section of analog camera mixed with a section of IP camera is responsible for perimeter surveillance. In order to standardize the entire system and correct the installation and address the deficiency of coverage showing several blind spots, we have attached two drawings explaining the scope of the work to be done.

The electronic security systems network at this institution was designed to allow the network sharing of multiple systems in the same network by optical fiber. It includes the TCF system, perimeter SAP system, main entrance building intercom, the control systems for doors / gates of the main entrance and the entry of vehicles to the external sector at tower # 3. This strategy will be amended to improve the robustness and stability of bandwidth in order to offer it as a redundant solution as a whole.

The CSC engineering department would want the contractor add another fiber optic distribution cable through the same path, but separated through the pipes already dedicated for this purpose. The contractor will change all Ethernet switches. These Ethernet switches are configured to provide a fully duplex data transfer thanks to these two paths fiber optic network providing redundancy. The configuration and details will be provided by CSC, knowing that this architecture requires a particular depth expertise in networking field. In addition, the new architecture will ensure that a loss of communication will have no affect on all systems that transit through this new network route.

The scope of work to this site assumes:

- The reorganization and identification of existing cables;
- The reorganization of equipment installed in the cabinets of local CER. CSC will provide the necessary equipment cabinets. The contractor shall plan and provide a more ergonomic layout of the equipment to ensure the best care and maintenance. This provision will be subject to preliminary approval via the CSC engineering department prior



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- to start of the project;
- The dismantling of NEMA boxes and unnecessary equipment within the four (4) perimeter towers as well as those on the exterior of the perimeter walls;
  - The supply / installation and integration of equipment in the locations indicated by the CSC engineering department;
  - The adding of all fiber optic and CAT6 network cabling necessary for the new network. Produce the interconnections, the mitigation tests and guarantee certificates for all network cables;
  - The completely revised identification documented in maintenance manuals. This identification will meet the technical requirements of the CSC. This identification shall be subject to preliminary approval via the CSC engineering department prior to start of the project;
  - The dismantling of equipment will be planned to ensure that no interruptions occur within the existing controlled network services. The proposed method should be preliminarily approved and in conjunction with CSC Engineering and the technical services of the local institution. The new network will be built prior to the infrastructure and each of the subsystems will be transferred via a transition methodology before final commissioning;

The schedule will predict service interruptions in accordance with safe operating activities of the facility in order to minimize disturbances. It is expected that these maneuvers can take place outside normal working hours as stipulated in Article 5.7;

Appendix C lists all the interconnections used on network switches in relation to the equipment constituting the various electronic security systems. This will help with the repair of cables throughout the institution.

## Appendix A

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|---|----------------------|---|
| 1 | Purpose              | .1 To ensure that construction project and institution activities occur without undue interruption or hindrance and that the institution security is maintained at all times.   |
| 2 | Definitions          | <p>.1 "Contraband" means:</p> <ul style="list-style-type: none"><li>a) intoxicants, including alcoholic beverages, drugs or narcotics;</li><li>b) firearms or firearms parts, ammunition or any other object designed to kill, injure or neutralize an individual, or any object that has been modified or assembled for this purpose, and possession of which has not been authorized in advance;</li><li>c) explosives or bombs, or their components;</li><li>d) money exceeding the regulatory maximums [\$25.00]; and</li><li>e) any other item not described in paragraphs a) to d) in an individual's possession without prior authorization that could endanger the safety of individuals or security of the penitentiary.</li></ul> <p>.2 "Unauthorized smoking items" means tobacco products including, but not limited to, cigarettes, cigars, tobacco, chewing and snuffing tobacco, cigarette making machines, matches and lighters that are considered to be unauthorized items.</p> <p>.3 "Commercial vehicle" means any motorized vehicle intended to carry the materials, equipment or tools required for the construction project.</p> <p>.4 "CSC" means Correctional Service of Canada.</p> <p>.5 "Warden" means the head of the institution or his or her designated representative.</p> <p>.6 "Construction employees" means the employees of the prime contractor, its subcontractors, equipment operators, equipment suppliers, expertise and inspection laboratories, and regulatory agencies.</p> <p>.7 "Departmental representative" means the project manager for Public Works and Government Services Canada (PWGSC) or Correctional Service of Canada (CSC), according to the project.</p> <p>.8 "Perimeter" means the area of the institution enclosed by secure fences or walls restricting the movement of inmates.</p> <p>.9 "Construction zone" means the area, as indicated in the contract documents, where the contractor is authorized to work. It may or may not be isolated from the institution's secure grounds.</p> |
| 3 | Preliminary measures | <p>.1 Prior to commencing any work, the contractor shall meet with the warden to:</p> <ul style="list-style-type: none"><li>.1 discuss the nature and scope of all activities related to the project;</li><li>.2 establish the acceptable security measures for both parties, in accordance with this directive and the specific requirements of the institution.</li></ul>   |

## Appendix A

- .2 The contractor shall:
- .a ensure that all construction employees know the CSC security requirements;
  - .b ensure that CSC security requirements are always posted in plain view on the site;
  - .c collaborate with institution staff to ensure that construction employees comply with all security requirements.
- 4 Construction employees
- .1 The contractor shall give the warden a list of the names and birth dates of all employees who will be working on the construction site, and a duly completed personnel screening form for each employee.
- .2 Anticipate two (2) weeks for the processing of security clearance applications. No employee shall be allowed to enter the institution without a duly approved security clearance or recent photo ID card, such as a provincial driver's licence. Security clearance is specific to each CSC institution and any clearance obtained for another institution is not valid for the institution where this project will be completed.
- .3 The warden may require that the faces of construction employees be photographed and displayed at certain relevant locations in the institution or transferred to a database for identification needs. The warden may require that photo ID cards be produced for all construction employees. These cards shall be left at the designated entrance where they shall be given to holders upon their arrival at the institution. They shall be worn in plain sight on clothing at all times when employees are at the institution.
- .4 Access to institution property is prohibited for individuals who are believed to present a security risk.
- .5 Any individuals employed on the construction site shall be immediately expelled from the institution property if:
- .1 they appear to be under the influence of alcohol, drugs or narcotics;
  - .2 they are behaving unusually or recklessly;
  - .3 they are in possession of contraband.
- 5 Vehicles
- .1 Any individuals leaving an unsupervised vehicle on CSC property shall close the windows, lock the doors and trunk, and remove the keys. Owners of vehicles or employees of the companies that own the vehicles shall ensure that they keep the keys securely on their person.
- .2 At any time, the warden may limit the number and type of vehicles permitted onto institution grounds.
- .3 Persons delivering equipment needed for the project shall not be required to apply for security clearance, but they shall not leave their vehicles unattended while they are on institution grounds. The warden may require that



## Appendix A

they be accompanied by an institution employee or a commissioner.

.4 If the warden permits trailers to be left inside the security perimeter of the institution, trailer doors and windows shall remain securely locked at all times when trailers are left unattended. Windows shall be protected by expanded metal mesh. All trailers used for storage by the contractor, both inside and outside the perimeter, shall remain securely locked when they are not in use.

### 6 Parking

.1 The warden shall identify the authorized parking areas for construction employee vehicles. Parking in other locations shall be prohibited and vehicles in violation may be towed.

### 7 Deliveries

.1 All material, equipment or tools delivered for the project shall be addressed to the contractor to distinguish them clearly from shipments intended for the institution. The contractor shall ensure that its employees are on site to receive shipments; CSC personnel will accept no deliveries of material, equipment or tools intended for the contractor.

### 8 Telephones

.1 No telephone, fax, photocopier or computer connected to the Internet shall be permitted to be installed inside the institution's security perimeter without the warden's prior authorization.

.2 The warden shall ensure that telephones, photocopiers and computers with an Internet connection are not installed in inmate accessible locations. Access to each computer shall be password protected to prevent any Internet connection by unauthorized personnel.

.3 Unless specifically authorized by the warden, cell phones or digital cordless phones, including but not limited to messaging devices, pagers, BlackBerries or telephones used as two-way radios are prohibited in the institution. If cell phones are permitted, users may not allow them to be used by inmates.

.4 The warden may authorize but limit the use of two-way radios.

### 9 Working hours

.1 The work week at the institution is Monday to Friday, from (7 a.m.) (11:30 a.m.) to (1:00 p.m.) (5:00 p.m.).

.2 Work is not permitted on weekends or statutory holidays without specific authorization from the warden; requests shall be made at least seven days in advance. Should an emergency arise, or under any other circumstances, this time period may be cancelled by the warden.

### 10 Work outside normal working hours

.1 The warden's permission is required for any work performed outside normal working hours. The contractor shall give at least 48 hours advance notice when it is necessary to perform approved work outside normal working hours. If overtime is required to complete an urgent task, such as to pour concrete or ensure the safety of construction, the contractor shall inform the warden accordingly as soon as the contractor learns that such work is necessary, and then comply with the instructions issued by the warden. The costs incurred by Canada as a result of this situation may be charged to the contractor.

## Appendix A

.2 When work must be performed outside normal working hours, on weekends or on statutory holidays, and the overtime is authorized by the warden, the warden or designated individual may assign additional personnel to security. The costs related to this assignment may be charged to the contractor.

- 11 Tools and equipment
- .1 Maintain on site a complete list of tools and equipment that will be used during the construction project. Present the list for inspection when required.
  - .2 Keep the list of tools and equipment specified above up to date throughout the construction project.
  - .3 Never leave tools unsupervised, especially tools with motors, explosive actuated tools, cartridges, files, saw blades, carbide saws, wires, rope, ladders or any type of lifting device.
  - .4 Store tools and equipment in secure approved locations.
  - .5 Lock all tool boxes after use. The contractor's employees shall keep the keys with them at all times.
  - .6 Fasten and lock unerected scaffolding; once erected, scaffolding shall be securely fastened to the warden's satisfaction.
  - .7 Immediately notify the warden of any loss or disappearance of tools or equipment.
  - .8 The warden shall ensure that security personnel check the contractor's tools and equipment, based on the list supplied by the contractor:
    - .1 At the start and end of each construction project;
    - .2 Every week, if the project lasts more than one week.
  - .9 Some tools/equipment, such as cartridges and hacksaw blades, are strictly controlled. At the beginning of the day, the contractor shall be given a sufficient quantity of these items for a day's work. Used blades/cartridges shall be returned to the representative at the end of each work day.
  - .10 When propane or natural gas is used as a heat source for the project, the institution requires that an employee of the contractor supervise the construction site outside working hours.

## 12 Keys

### Detention hardware keys

- .1 The contractor shall make arrangements with the detention hardware supplier/installer to have keys for the detention hardware delivered directly to the institution, to the attention of the Security Maintenance Officer.
- .2 This officer shall give the contractor a receipt for the detention hardware keys.



## Appendix A

- .3 The contractor shall give a copy to the Departmental Representative.

### Other keys

- .1 During the construction project, the contractor shall use construction barrels in the finishing locks.
- .2 The contractor shall give its employees, and subcontractors if necessary, instructions on the secure storage of construction keys.
- .3 At the end of each phase of the construction project, the CSC representative, in collaboration with the lock manufacturer, shall:
- .a Establish an operational set of keys;
  - .b Receive the keys and operational barrels for the locks directly from the manufacturer;
  - .c Remove and return the construction barrels, and have the final barrels installed.
- .4 Once the permanent detention locks are in place, CSC officers who escort construction employees shall obtain the keys from the Security Maintenance Officer in order to open the doors for the contractor's needs. The contractor shall inform its employees that only escorting CSC officers shall be authorized to use these keys.

- 13 Detention hardware .1 Return all existing detention hardware that has been removed to the warden of the institution so that it can be disposed of or stored securely for later reuse.

- 14 Prescription medication .1 Contractor employees who must take prescription drugs during the work day shall be required to obtain authorization from the warden to be permitted to bring a day's dose with them to the institution.

- 15 Smoking restrictions .1 Contractors and construction employees are not authorized to smoke inside correctional institutions or outside within the perimeter of a correctional institution. Inside the perimeter, they shall not have unauthorized tobacco products in their possession.
- .2 Contractors and construction employees who violate this policy will be asked to stop smoking immediately or to dispose of all unauthorized tobacco products. If they refuse to comply, they will be asked to leave the institution.
- .3 Smoking shall be permitted only outside the perimeter of the correctional institution, in a location designated by the warden.

- 16 Contraband .1 Firearms, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on institution premises.
- .2 The discovery of contraband on the construction site and identification of the individual(s) responsible for the presence of these items shall be reported immediately to the warden.
- .3 Contractors shall closely supervise their employees or their



## Appendix A

subcontractors' employees, since the discovery of any contraband can lead to cancellation of the security clearance of the employee involved. A serious violation can result in expulsion of the company involved from the site for the duration of the construction project.

.4 If firearms or ammunition are found in the vehicle of a contractor, subcontractor, supplier or their employee, the security clearance of the driver of the vehicle will be revoked immediately.

### 17 Searches

.1 Any individual or vehicle entering the institution's premises may be searched.

.2 When the warden has reasonable grounds to believe that a contractor employee is carrying contraband, the warden can require that the individual be searched.

.3 The personal effects of any employee arriving at the institution may be subject to checks intended to detect the presence of residues of prohibited drugs.

### 18 Access to the institution

.1 Unless specifically authorized by the warden, construction employees and commercial vehicles will not be allowed to enter the institution outside normal working hours.

### 19 Vehicular traffic

.1 Vehicles may enter and leave the institution, under escort, by way of the vehicle access barrier, during the periods below:

.1 from [7:45 a.m.] to [11:00 a.m.]

.2 from [1:00 p.m.] to [3:30 p.m.]

Construction vehicles may not leave the institution until an inmate count has been completed.

.2 The contractor shall inform the warden 24 hours in advance of the arrival of heavy equipment such as concrete mixers, cranes, etc.

.3 Vehicles loaded with dirt or debris, or any other vehicle considered impossible to search, shall be monitored constantly by CSC employees or commissionaires reporting to the warden.

.4 Before a commercial vehicle is admitted onto institution grounds, the contractor or its representative shall certify that the contents of the vehicle are absolutely necessary for the construction project.

.5 Access to CSC property shall be refused to any vehicle whose contents, in the warden's opinion, represent a security risk for the institution.

.6 The private vehicles of construction employees shall not be admitted into the security perimeter of medium or maximum security institutions without the warden's specific authorization.

.7 Subject to prior authorization of the warden, a vehicle can be used to bring a group of employees to the site in the morning and to take them out in

## Appendix A

the evening. This vehicle may not remain on the premises during the day.

.8 With the warden's authorization, certain equipment may be left on site overnight or over the weekend. This equipment shall be locked and batteries removed. The warden may require that equipment be chained and locked to another fixed object.

### 20 Construction employee movement on institution property

.1 Subject to the need to maintain adequate security, the warden will allow the contractor and its employees as much freedom of action and movement as possible.

.2 Nevertheless, notwithstanding the previous paragraph, the warden may:

- .1 prohibit or restrict access to any part of the institution;
- .2 during the construction project or certain periods, require that construction employees be accompanied by a CSC security officer or commissionaire in some sectors of the institution.

.3 All construction employees shall remain on site during breaks and lunch. They shall not be authorized to eat in the lounge for correctional officers nor in the institution's dining room.

### 21 Monitoring and inspection

.1 Construction activities and personnel and vehicle movement will be monitored and inspected by CSC security personnel to ensure compliance with established security standards.

.2 CSC personnel will ensure that construction workers clearly understand the need for monitoring and inspections, and that this understanding is maintained throughout the project.

### 22 Work stoppage

.1 The warden may at any time order the contractor, its employees, subcontractors or their employees, to refrain from entering the site or to leave it immediately due to a security incident occurring at the institution. The contractor's foreman responsible for the site shall write down the name of the CSC employee giving the order, the time of the order, and comply with the order received as quickly as possible.

The contractor shall inform the departmental representative of the situation within 24 hours following the work stoppage.

### 23 Contact with inmates

.1 It is prohibited, without specific authorization, to enter into contact with inmates, speak to them, give them items or receive items from them. Failure to comply with this instruction shall result in expulsion of the employee responsible from the site and removal of the employee's security clearance.

.2 Note that cameras are prohibited on CSC property.

.3 Notwithstanding the above, if the warden authorizes the use of cameras, it is strictly prohibited to take photos of inmates, CSC employees or of any part of the institution for which a photo is not necessary for performing the work in this contract.

## Appendix A

### 24 Completion of construction project

.1 Upon completion of the construction project or, if applicable, upon take-over of the installations, the contractor shall remove all materials, tools and equipment that are not identified in the construction project as needing to be left at the institution.

## Appendix B

### List of main parts to replace

Institutions	Cameras		Camera enclosures		Installation of fibre optic	Perimeter enclosures
	Installed	Spare	Installed	Spare		
Donnacona	25	5	25	1	No	-
Joliette	17	4	17	1	Yes	4
Federal Training Centre	44	6	44	1	Yes	0
Archambault	23	5	23	1	No	-
Regional Reception Centre	27	5	27	1	No	-
Drummond	18	4	18	1	No	-
Cowansville	26	5	26	1	Yes	5
La Macaza	39	6	39	1	No	-
Port Cartier	25	5	25	1	Yes	4
Total	244	45	244	10	4	13
Grand Total	291		254			



## Appendix C

### Site specifics of existing PIDS CCTV system – Donnacona Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 25

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 25

#### Camera enclosures

Enclosure: Pelco model EH-5723-1, quantity 25

Wiper relay power supplies: 12 VDC, in perimeter enclosures

#### Perimeter electronic equipment enclosures

Total of 4:

- 8 cameras connected to 1 enclosure
- 6 cameras connected to 1 enclosure
- 6 cameras connected to 1 enclosure
- 4 cameras connected to 1 enclosure

#### Perimeter electrical enclosures

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Fibre backbone

62.5/125 micron fibre at all locations except 50/125 micron fibre between switches

Fibre backbone: 6 fibres from CER to each perimeter enclosure in CW direction, 6 fibres to each enclosure in CCW direction. Fibre goes to new enclosures, but is not connected and not interfaced on cameras.

#### Coaxial cable backbone

- Video signals from all cameras transmitted to CER on a coaxial cable network

- 1 camera transmitted directly to CER on coaxial cable, without going through a perimeter enclosure

#### Cabinet space

60" vertical space available in EIA 19", CER cabinets

## Appendix C

### Site specifics of existing PIDS CCTV system – Leclerc Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 29

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 29

#### Camera enclosures

Enclosure: Pelco model EH-5723-1, quantity 29

- Wiper interface: From LTU outputs in CER to corner pedestals via fibre optic cables
- Wiper relay power supplies: Omron model S8TS-03012-EI located in perimeter and wall mount enclosures

#### Perimeter electronic equipment enclosures

Total of 5: Equipment enclosure at each corner

- 7 cameras connected on tower JB1
- 6 cameras connected on tower JB2
- 5 cameras connected on tower JB3
- 6 cameras connected on tower JB4
- 2 cameras on roof of service building connected on an enclosure on the fence

#### Perimeter electrical enclosures

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Fibre backbone

62.5/125 micron fibre at all locations except 50/125 micron fibre between switches

Fibre backbone: 6 fibres from CER to each perimeter enclosure in CW direction, 6 fibres to each enclosure in CCW direction

Fibre modules in enclosures: American Fibretek model MTM-1690P

Fibre modules in CER: American Fibretek model RRM-1690P in SR20/2 card cages

Fibre breakout boxes only in enclosures, no patch panels

Patch panels in CER: FIS model F1-RM48X, 48 ports, quantity 2

#### Coaxial cable backbone

Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable

- 3 cameras transmitted directly to CER on coaxial cable. Less than 90 metres of coaxial cable

#### Cabinet space

60" vertical space available in EIA 19", CER cabinets

## Appendix C

### Site specifics of existing PIDS CCTV system – Archambault Institution

#### Cameras

Camera: Panasonic model WV-BP330, quantity 23

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 23

#### Camera enclosures

Enclosure: Pelco model EH-5723-1, quantity 23

Wiper interface: From LTU outputs in CER to perimeter wall mount enclosures via fibre optic cables

Wiper relay power supplies: Omron model S8TS-03012-EI located in perimeter and wall mount enclosures

#### Perimeter electronic equipment enclosures

Total of 6:

- 4 cameras connected to tower 1 tunnel
- 4 cameras connected to GT-5
- 4 cameras connected to GT-4
- 4 cameras connected to GT-3
- 4 cameras connected to GT-2
- 2 cameras connected to the electrical room in building U under post N.

#### Fibre backbone

62.5/125 micron fibre at all locations except 50/125 micron fibre between switches

Fibre backbone: 6 fibres from CER to each perimeter enclosure in CW direction, 6 fibres to each enclosure in CCW direction

Fibre modules in enclosures: American Fibretek model MTM-1690P

Fibre modules in CER: American Fibretek model RRM-1690P in SR20/2 card cages

Fibre breakout boxes only in enclosures, no patch panels

Patch panels in CER: FIS model F1-RM48X, 48 ports, quantity 2

#### Coaxial cable backbone

- Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable

#### Perimeter AC circuits

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Cabinet space

48" of vertical space available in CER cabinet



## Appendix C

### Site specifics of existing PIDS CCTV system – Regional Reception Centre

#### Cameras

Camera: Panasonic model WV-BP550, quantity 27

Lens: Pelco model 13VD5-50 and 13VD2.8-12, quantity 27

#### Camera enclosures

Enclosure: Pelco model EH-5723-1, quantity 27

Wiper interface: From LTU outputs in CER to perimeter enclosures via fibre optic and metallic cables

Wiper relay power supplies: Omron model S8TS-03012-EI located in perimeter and wall mount enclosures

#### Perimeter wall mount electronic equipment enclosures

Total of 5:

- 4 cameras connected on a tower in one corner of the perimeter
- 4 cameras connected on a tower in one corner of the perimeter
- 4 cameras connected on a tower in one corner of the perimeter
- 7 cameras connected on a tower in one corner of the perimeter
- 6 cameras connected on a tower facing the main entrance

#### Fibre backbone

62.5/125 micron fibre at all locations except 50/125 micron fibre between switches

Fibre backbone: 6 fibres from CER to each perimeter enclosure in CW direction, 6 fibres to each enclosure in CCW direction

Fibre modules in enclosures: American Fibretek model MTM-1690P

Fibre modules in CER: American Fibretek model RRM-1690P in SR20/2 card cages

Fibre breakout boxes only in enclosures, no patch panels

Patch panels in CER: FIS model F1-RM48X, 48 ports, quantity 2

#### Coaxial cable backbone

- Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable
- 2 cameras on building B connected directly to CER on coaxial cable, camera located less than 90 metres from CER

#### Perimeter AC circuits

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Cabinet space

48" of vertical space available in CER cabinet



## Appendix C

### Site specifics of existing PIDS CCTV system – Drummond Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 18

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 18

#### Camera enclosures

Enclosure: Pelco model EH-5723-1 and EN-5700, quantity 18

Wiper interface: From LTU outputs in CER to corner pedestals via fibre optic cables

Wiper relay power supplies: Omron model S8TS-03012-E1, 12 VDC, in perimeter enclosures

#### Perimeter electronic equipment enclosures

Total of 4: Equipment enclosure at each corner

- 4 cameras connected on 1 perimeter enclosure
- 4 cameras connected on 1 perimeter enclosure
- 4 cameras connected on 1 perimeter enclosure
- 4 cameras connected on 1 perimeter enclosure

#### Perimeter electrical enclosures

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Fibre backbone

62.5/125 micron fibre at all locations except 50/125 micron fibre between switches

Fibre backbone: 6 fibres from CER to each perimeter enclosure in CW direction, 6 fibres to each enclosure in CCW direction

Fibre modules in enclosures: American Fibretek model MTM-1690P

Fibre modules in CER: American Fibretek model RRM-1690P in SR20/2 card cages

Fibre breakout boxes only in enclosures, no patch panels

Patch panels in CER: FIS model F1-RM48X, 48 ports, quantity 2

#### Coaxial cable backbone

- Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable.
- 2 cameras transmitted directly to CER on coaxial cable. Less than 90 metres of coaxial cable.

#### Cabinet space

No space available

## Appendix C

### Site specifics of existing PIDS CCTV system – Cowansville Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 26

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 26

#### Camera enclosures

Enclosure: Pelco model EH-5723-1, quantity 26

Wiper relay power supplies: 12 VDC, in perimeter enclosures

#### Perimeter electronic equipment enclosures

Total of 4: Equipment enclosure at each corner

- 6 cameras connected on 4 towers
- 6 cameras connected on 2 towers and tower T5
- 5 cameras connected on 4 towers and on roof of building 18
- 8 cameras connected on 4 towers

#### Perimeter electrical enclosures

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Fibre backbone

62.5/125 micron fibre on perimeter fence. Fibre goes to each camera, but is not connected, it hangs in each tower. This fibre is not connected to cameras and is not functional. The fibre is broken in several spots and must be completely replaced.

#### Coaxial cable backbone

- Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable.
- 1 camera connected directly to CER on coaxial cable.

#### Cabinet space

No space available

## Appendix C

### Site specifics of existing PIDS CCTV system – La Macaza Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 39

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 39

#### Camera enclosures

Enclosure: Pelco model EH-5723-1, quantity 39

Wiper interface: From LTU outputs in CER to corner pedestals via fibre optic cables

Wiper relay power supplies: Omron model S8TS-03012-E1, 12 VDC, in perimeter enclosures

#### Perimeter electronic equipment enclosures

Total of 6: Equipment enclosure at each corner

- 6 cameras connected on guard tower GT2
- 6 cameras connected on towers 11 and 12
- 6 cameras connected on towers 7, 8, 9, and 10
- 4 cameras connected on towers 3, 4, 5 and 6
- 7 cameras connected on guard tower 4
- 6 cameras connected on towers 1 and 2

#### Perimeter electrical enclosures

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Fibre backbone

62.5/125 micron fibre at all locations except 50/125 micron fibre between switches

Fibre backbone: 6 fibres from CER to each perimeter enclosure in CW direction, 6 fibres to each enclosure in CCW direction

Fibre modules in enclosures: American Fibretek model MTM-1690P

Fibre modules in CER: American Fibretek model RRM-1690P in SR20/2 card cages

Fibre breakout boxes only in enclosures, no patch panels

Patch panels in CER: FIS model F1-RM48X, 48 ports, quantity 2

#### Coaxial cable backbone

- Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable.
- 4 cameras transmitted directly to CER on coaxial cable. Less than 90 metres of coaxial cable.

#### Cabinet space

60" vertical space available in EIA 19", CER cabinets

## Appendix C

### Site specifics of existing PIDS CCTV system – Joliette Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 17

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 17

#### Camera enclosures

Enclosure: Pelco model EH-5723-1 and model EH-5722, quantity 17

Wiper interface: in camera enclosures

Wiper relay power supplies: 12 VDC

#### Perimeter electronic equipment enclosures

None

#### Perimeter electrical enclosures

None

#### Fibre backbone

None

#### Coaxial cable backbone

Video from all cameras transmitted to CER on a coaxial cable network. Cables are located in underground conduits around the perimeter.

#### Cabinet space

40" vertical space available in EIA 19", CER cabinets



## Appendix C

### Site specifics of existing PIDS CCTV system – Port-Cartier Institution

#### Cameras

Camera: Panasonic model WV-BP550, quantity 25

Lens: Panasonic model 13VD2.8-12 and model 13VD5-50, quantity 25

#### Camera enclosures

Enclosure: Pelco model EH-5723-1

Wiper relay power supplies: 12 VDC, in perimeter enclosures

#### Perimeter electronic equipment enclosures

Total of 4: One at each corner

-6 cameras connected on a tower in one corner of the perimeter

-5 cameras connected on a tower in one corner of the perimeter

-6 cameras connected on a tower in one corner of the perimeter

-6 cameras connected on a tower in one corner of the perimeter

#### Perimeter electrical enclosures

One x 15 amp, 120 VAC circuit to each camera enclosure

One x 15 amp, 120 VAC circuit to each electronics enclosure

#### Fibre backbone

There are no fibre optics installed for the perimeter cameras.

#### Coaxial cable backbone

- Video from all cameras transmitted to perimeter enclosures by less than 90 metres of coaxial cable.

-2 cameras transmitted directly to CER on coaxial cable. Less than 90 metres of coaxial cable.

#### Cabinet space

60" vertical space available in EIA 19", CER cabinets

WebFLIS Home

Web FLIS National Stock Number (NSN) Output Data

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**NSN:** 5935010611483  
**Item Name:** CONNECTOR,RECEPTACLE,ELECTRICAL  
**Query Type:** PUBLIC  
**Date of query:** 4/1/2014 10:51:05 AM

Identification

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**ENAC:**

**IUID  
Indicator:** N

Reference/Part Number

REF/PN	CAGE CD	STAT	RNCC	RNVC	DAC	RNAAC	RNFC	RNSC	RNJC	SADC	HCC	MSDS
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19-000410	C1222	A	5	2	1	ZG	4	A				
C-51-L/L	06097	A	C	1	5	TX	4	D		AW		
108	96655	A	C	1	6	ZZ				AC		
MS90335-1	96906	M	2	2	E	TX	4	D				
MIL-P-7788	81349	M	4	1	E	TX	4	D				
372-1959-000	13499	A	C	1	6	ZZ				AC		
372-1959-010	13499	A	C	1	5	SB				AB		
10131800	A486G	A	6	9	9	WF	4	B				

Management

EFF-DT	MOE	AAC	SOS	UI	UI PRICE	QUP	CIIC	SLC	REP	USC
2013274	DA	D	SMS	EA	\$10.54	1	U	0	A	A
2013274	DF	D	SMS	EA	\$10.54	1	U	0	N	E
2013032	DM	V	SMS	EA	\$10.10	0	U	0	Z	M
2013274	DN	D	SMS	EA	\$10.54	1	U	0		N
2013274	DS	D	SMS	EA	\$10.54	1	U	0	N	I

Close Window

WebFLIS

Rev 3.19.3WDSS

DLA Customer Interaction Center: 1-877-352-2255 or DSN 661-7766 Email: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)  
Privacy/Security | Accessibility/Section 508 | Contact Webmaster

This Site Reviewed Quarterly for Accessibility Compliance

This Site Reviewed Quarterly for Accessibility Compliance  
This Page Last Reviewed: March 27, 2014



## WebFLIS Home

## Web FLIS National Stock Number (NSN) Output Data

[Search again?](#)

**NSN:** 5961003339966  
**Item Name:** SEMICONDUCTOR DEVICE,DIODE  
**Query Type:** PUBLIC  
**Date of query:** 4/1/2014 10:51:47 AM

Identification  [Back to Top](#)

FIIG	INC	CRIT CD	II	RPD MRC	DMIL	DMIL INT CD	NIIN ASGMT	PMIC	ADP	ESD EMI	HMIC	HCC
A110A0	20589	X	1		A	1	1973358	A		B	N	

<b>SCHEDULE B:</b>	8541100070
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<b>ENAC:</b>
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<b>IUID Indicator:</b>	N
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Reference/Part Number  [Back to Top](#)

REF/PN	CAGE CD	STAT	RNCC	RNVC	DAC	RNAAC	RNFC	RNSC	RNJC	SADC	HCC	MSDS
4025887-504	07187	A	C	1	5	TX				AE		
1N5620	81349	M	C	1	3	ZZ				AE		
JANTX1N5620	81349	M	2	2	E	TX	3	D				
MIL-PRF-19500/427	81349	M	4	1	E	ZZ						
JANTX1N5620	C7191	A	5	1	6	ZG	4	A				
JTX1N5620	81349	M	C	1	3	ZZ				AC		
JANTX1N5620	81350	M	C	1	3	ZZ				AC		
JANTX1N5620A	C7191	A	5	9	6	ZG	4	B				
353-9019-090	13499	A	C	1	A	TU				AW		

Management  [Back to Top](#)

EFF-DT	MOE	AAC	SOS	UI	UI PRICE	QUP	CIIC	SLC	REP	USC
2013274	DA	D	SMS	EA	\$6.77	1	U	0	Z	A
2013274	DF	D	SMS	EA	\$6.77	1	U	0	N	F
2013274	DM	D	SMS	EA	\$6.77	1	U	0	Z	M
2013274	DN	D	SMS	EA	\$6.77	1	U	0		N
2013274	DS	D	SMS	EA	\$6.77	1	U	0	N	I
2013274	GP	D	SMS	EA	\$6.77	1	U	0		C

Close Window
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Correctional Service Canada  
Service correctionnel Canada

PROTECTED A ☐ B ☒ C ☐ ONCE COMPLETED  
PROTÉGÉ A ☐ B ☒ C ☐ UNE FOIS REMPLI

**INSTITUTIONAL ACCESS  
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC**

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution - Établissement	Request received Demande reçue le	Date (YYYY/MM/DD) - (AAAA/MM/JJ)	PUT AWAY ON FILE CLASSER AU DOSSIER 3170-12
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**A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS**

Surname Nom de famille	Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) Nom de jeune fille (s'il y a lieu)
Date of birth (YYYY/MM/DD) Date de naissance (AAAA/MM/JJ)	Place of birth - Lieu de naissance City/Town - Ville ou municipalité	Province/State - Province ou état
		Country - Pays

**B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE**

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height - Grandeur	Weight - Poids	Eye color - Couleur des yeux	Hair color - Couleur des cheveux
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**C. ADDRESS - ADRESSE**

Street - Rue	City/Town - Ville ou municipalité	Province	Telephone number - Numéro de téléphone Home - Domicile	Work - Bureau
Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)				

**D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX**

Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?		<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non

If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the Institution for approval.)**

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passer peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur

Date (YYYY/MM/DD) - (AAAA/MM/JJ)

**F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC**

Reason for clearance - Motif justifiant la demande d'accès

Department making the request (please print) Unité qui soumet la demande (en lettres moulées s.v.p.)	Signature of Division Head Signature du chef de la division	Date (YYYY/MM/DD) - (AAAA/MM/JJ)
<input type="checkbox"/> No criminal record Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: Numéro du casier judiciaire possible :	Last entry: Dernière entrée :
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :		
<b>APPROVAL - APPROBATION</b>		
<input type="checkbox"/> Approved Approuvée	<input type="checkbox"/> Not approved Non approuvée	The individual has been advised. - Le demandeur a été informé de la décision. <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non
Security Intelligence Officer's signature Signature de l'agent de renseignements de sécurité	Date (YYYY/MM/DD) (AAAA/MM/JJ)	Institutional Head's signature Signature du directeur de l'établissement
		Date (YYYY/MM/DD) (AAAA/MM/JJ)





**Design Change/Deviation**  
**Modification/Écart par rapport au modèle**

Project No. - N° de projet	File No. - N° de dossier	Contract No. - N° de contrat
Customer Department - Ministère client		Design Change Serial No. N° de série de la modification
Contractor - Entrepreneur		<input type="checkbox"/> Permanent Change Modification définitive <input type="checkbox"/> Deviation Écart

**1. Description of change and Reasons - Description de la modification et motifs**

Total Estimated Cost - Prix de revient total prévu	Contractor's Signature - Signature de l'entrepreneur	Date
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**2. Customer Department - Ministère client**

Approved - Approuvé

Date

**3. Total Firm Price of Change - Prix Globale de la modification**

Procurement Officer - Agent d'approvisionnement

Date

**4. Change, if any, on Delivery Schedule - Modification éventuelle du calendrier de livraison**

**5. Aggregate Value of Design Changes - Valeur totale des modifications**