

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 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet CCTV system at CBSA	
Solicitation No. - N° de l'invitation 47419-153242/A	Date 2015-01-23
Client Reference No. - N° de référence du client 1000323242	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-329-66623	
File No. - N° de dossier hn329.47419-153242	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-24	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dumaresq, Steve	Buyer Id - Id de l'acheteur hn329
Telephone No. - N° de téléphone (819) 956-3487 ()	FAX No. - N° de FAX (819) 953-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

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

Solicitation No. - N° de l'invitation

47419-153242/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn32947419-153242

Buyer ID - Id de l'acheteur

hn329

CCC No./N° CCC - FMS No/ N° VME

1000323242

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT
DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ**

Buyandsell.gc.ca

- - -

Achatsetventes.gc.ca

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PART 1 - GENERAL INFORMATION

1. Security Requirement

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

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

2. Requirement

The requirement is for the supply and installation of a fully operational video monitoring system (VMS) at 2265 St. Laurent Blvd., Suite 200, Ottawa ON. The work consists of removing the current system and providing the CBSA with a new complete, high quality VMS, which includes all necessary components (hardware and software) for a fully operational system.

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

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) calendar days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2014-06-26

2. Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposals not accepted.

PWGSC Bids Receiving Unit

11 Laurier Street

Place du Portage, Phase 3, Core 0B2

Gatineau, Québec, K1A 0S5

Tel.: 819-956-3366

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

Steve Dumaresq (steve.dumaresq@pwgsc-tpsgc.gc.ca)

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the following:

11 February 2015 at 10 a.m.

Location: 2265 St. Laurent Blvd., Suite 200, Ottawa

Bidders will be required to sign an attendance form at the required 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 visit in a timely manner. Bidders arriving late may not be permitted to attend the site visit. The Bidder must have at least one attendee at the site visit.

To apply for the site visit, contact the Contracting Authority: steve.dumaresq@pwgsc-tpsgc.gc.ca

Bidders are requested to clearly identify the name of the participant(s), the name of the company they represent, telephone number, facsimile number and e-mail address.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies and 2 soft copies on CD/DVD)

Section II: Financial Bid, Certifications and Additional Information (1 hard copy and 1 soft copy on CD/DVD)

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.

SECTION I: TECHNICAL BID (2 hard copies and 2 soft copies on CD/DVD)

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

SECTION II: FINANCIAL BID, CERTIFICATIONS AND ADDITIONAL INFORMATION (1 hard copy and 1 soft copy on CD/DVD)

Bidders must submit their financial bid in accordance with the Basis of Payment and the Pricing Schedule at Annex C.

1.1 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

1.2 Certifications

Bidders must submit the certifications required under Part 5 prior to contract award.

1.3 Additional Information

1.3.1 Procurement Business Number (PBN) (Canadian suppliers)

<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

The Procurement Business Number of the supplier is: _____

Note: Not mandatory at bid closing but required precedent to contract award.

1.4 Delivery Offered

Bidder's estimated delivery times for:

- 1. Delivery of the CCTV equipment to Ottawa: _____
- 2. On-site installation and testing: _____
- 3. Two (2) on-site training sessions: _____

1.5 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Technical compliance to the requirement presented at Annex A.

Simply stating a compliancy to any criteria is insufficient. Bidders must present a proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented at Annex A. Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

1.2 Financial Evaluation

Compliance with the pricing requirements presented herein.

The total evaluated bid price will be the sum of all line items at Annex B.

1.3 Pricing Basis

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), with applicable taxes extra, as applicable. Freight charges to destination must be included. All applicable Custom duties and Excise taxes must be included.

1.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

1.5 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - a. the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - d. the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - e. the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding.

2. Canada will not delay the award of any contract to allow bidders to obtain the required clearance.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

1.3 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table below (1.3.1) is accurate and complete. By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four (4) out of seven (7) requirements identified in the General Environmental Criteria Table. Table 1.3.1 is not mandatory at bid closing but required precedent to contract award.

1.3.1 General Environmental Criteria Certification Table

Green practices within supplier's organization:	Insert a checkmark for each criteria that is met
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	

Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	
Registered to ISO 14001 or has an equivalent environmental management system in place.	

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

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

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

2. Requirement

The requirement is for the supply and installation of a fully operational video monitoring system (VMS) at 2265 St. Laurent Blvd., Suite 200, Ottawa ON. The work consists of removing the current system and providing the CBSA with a new complete, high quality VMS, which includes all necessary components (hardware and software) for a fully operational system.

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

2.1 SACC Manual Clauses

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010A (2014-09-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of Contract

The period of the Contract is for from ___date___ to ___date___ inclusively, which permits the delivery of the required Inland Enforcement CCTV System, related services and the initial 1-year warranty/support coverage.

4.2 OPTION – Supplemental Warranty/Support

The Contractor grants to Canada the following irrevocable option at the same conditions and at the prices stated in the Contract. The option may only be exercised by the Contracting Authority with an amendment to the Contract.

OPTION 1 One (1) year additional warranty period (Contract Year 2): \$__
 From __date__ to __date__ inclusively

5. Authorities

5.1 Contracting Authority

Steve Dumaresq
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) 956-3487
Facsimile: (819) 953-4944
E-mail address: steve.dumares@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

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

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

5.3 Contractor's Representative

General Enquiries

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

Delivery Follow-up

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in the contract, for a total cost of \$ ____ (projected to be total amount proposed by bidder minus option)__. Firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with applicable taxes extra, as applicable. Freight charges to destination included. All applicable Custom duties and Excise taxes included. 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.

1. Delivery of the CCTV equipment (including documentation) to Ottawa: \$ ____
2. On-site installation and testing: \$ ____
3. Two (2) on-site training sessions: \$ ____ x 2 = \$ ____
4. Warranty, Maintenance and Service Level Agreement
 - 4.1 Initial one (1) year period: Price included in item 1
 - 4.2 OPTION - One (1) year extension period: As per Article 4.2

6.2 Single Payment

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

6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	2008-05-12

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Department of Public Works and Government Services
 "HN" Division
 7B3 Place du Portage, Phase III
 11 Laurier Street, Gatineau, QC K1A 0S5
 Attention: Steve Dumaresq

8. Certifications

8.1 Compliance

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010A (2014-09-25) General Conditions – Goods (Medium Complexity);
- (c) Requirement;
- (d) the Contractor's bid dated _date_.

11. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D9002C	Incomplete Assemblies	2007-11-30

11.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

- (a) Delivered Duty Paid (DDP) (destination) Incoterms 2000 for shipments from a commercial contractor.

**ANNEX "A" Inland Enforcement CCTV System and related services
(Attached)**

**ANNEX "B" Pricing Schedule
(See Next Page)**

**ANNEX "C" SRCL - Security Requirements Check List
(Attached)**

ANNEX "B" Pricing Schedule

Firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with applicable taxes extra, as applicable. Freight charges to destination included. All applicable Custom duties and Excise taxes included.

1. Delivery of the complete CCTV equipment (including documentation) to the Ottawa destination: \$ _____

2. On-site installation and testing: \$ _____

3. Two (2) on-site training sessions: \$ _____ x 2 = \$ _____

4. Warranty, Maintenance and Service Level Agreement
 - 4.1 Initial one (1) year period: Price included in item 1 above

 - 4.2 Optional one (1) year extension period: \$ _____

- TOTAL EVALUATED BID PRICE (Sum of line items 1 to 4(4.2) above)** \$ _____

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Section 1 - Video Monitoring System

Objective

The requirement is for the supply and installation of a fully operational video monitoring system (VMS) at 2265 St. Laurent Blvd., Suite 200, Ottawa ON.

Scope

The work consists of removing the current system and providing the CBSA with a new complete, high quality VMS, which includes all necessary components (hardware and software) for a fully operational system.

Notice

1. The bidder must provide all datasheets relating to hardware and software proposed for the installation. Bidders can exclude the Milestone datasheets.
2. The supply of any hardware and software that is not recommended in this document (ex: different camera types, server, etc.) must be submitted and approved by the CBSA Science and Engineering Laboratory prior to installation.
3. All hardware and software must be supported and compatible with the latest Milestone XProtect® Corporate Video Management Software.
4. CBSA will provide three (3) Dell PowerEdge R720xd. The servers will need to be formatted as they currently contain data and reconfigured according to requirements within this document. CBSA will provide as possible, any documentation or software required. If CBSA is unable to provide the software, it will be the responsibility of the contractor.

Tasks

1. Supply and install a functional VMS in compliance with each manufacturer's installation guidelines, complete with all required parts, components, systems, software and accessories as specified in the project's documents.
2. Installation, connection, configuration and verification of all new devices are in accordance to CBSA's technical and operational requirements.
3. The VMS must meet or exceed all criteria, specifications and requirements stated in Section 2 – Technical Requirements.
4. Removal of current cameras and workstations. The equipment is to be wrapped up, boxed and handed over to the CBSA for disposal.
5. Provide a server rack according to Section 2 – Table 12 – Enclosure.

Cameras

1. All cameras must be in accordance with Section 2 – Table 1 – General Camera Requirements as well as with their respective tables indicated in Section 2 – Table 2 – Camera List.
2. Twenty five (25) new cameras:
 - 2.1. Twenty four (24) new cameras must be supplied and installed in the work areas as per Section 2 – Table 2 – Camera List.
 - 2.2. One (1) camera must be supplied and delivered to CBSA as spares in accordance with Section 2 – Table 2 – Camera List.
3. Where applicable, interior cameras must be recessed into the ceiling. Only the dome portion of the camera should be seen.
4. All outdoor cameras and enclosures must have a weather operating range of -40°C to 50°C, resistant to humidity and ice.
5. All cameras must have the latest firmware installed for that device.

Interview Room Audio Component

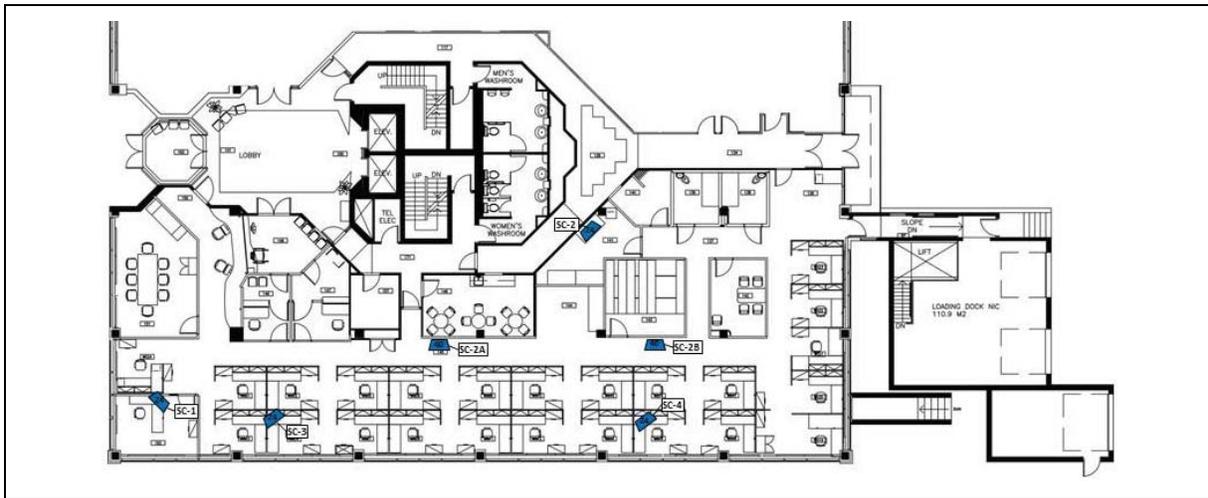
1. Provide audio recording capability in three (3) interview rooms.
2. The audio/video must be synchronized and both media must record on the system.
3. The microphone for the audio must be located in an area which captures most efficiently the conversation between the officers and clients.
4. The microphone must be located near the sitting area on the wall side concealed behind a plate cover similar to a Crowan PZM11LLWR.
5. There must be a switch that enables the audio to be turned ON/OFF.
6. The ON/OFF switch must be covered with a wall switch lockout.
7. There must be a form of identification outside the interview door when the audio is ON.
Example: A red light turns on when the audio is ON and is turned off when the audio is OFF.
8. Exact locations of ON/OFF switch and light will be determined during the site visit.
9. The devices used for the setup must be integrated with the Milestone VMS.

Workstations

Note that unless otherwise mentioned, all workstations must be accompanied by a keyboard and mouse. The 40 inch monitors must be equivalent or better to a Samsung SMT4023.

1. All workstations must meet or exceed the requirements identified in Section 2 – Table 7 – Workstation Requirements.

2. The following workstations must be supplied, installed and configured as per below:



Identifier	Location	Monitor	Notes
SC-1	Chief of Operations	Do not provide	Desktop
SC-2	Room 141	Do not provide	Multiple displays. Support SC-2A, SC-2B
SC-2a	Office Area	40	Monitor only
SC-2b	Office Area	40	Monitor only
SC-3	Superintendent Desk	Do not provide	Desktop
SC-4	Superintendent Desk	Do not provide	Desktop

3. The exact location of the workstations in their respective rooms will be determined onsite during the site visit.
4. An additional workstation with monitor will be required on the 3rd floor of the building. Exact location will be determined on site during the site visit. This workstation and data drop must be quoted as an option.

Video Storage and Management / Failover Servers

1. The storage server must meet or exceed the requirements identified in Section 2 – Tables 9 – General Server Requirements, Table 10 – Management / Failover Server Requirements and Table 11 – Video Storage Server Requirements.
2. The storage server must be supported by the Milestone XProtect® Corporate version provided.
3. The storage server must ensure optimal performance for the number of devices for which it holds and includes but is not limited to live, video and playback.

Network, Wiring, and Cabling

1. All cabling to connect interior network devices (computers, cameras, switches, etc.) must be CAT-6 cabling.

- 1.1. Exterior devices must use CAT-6 insulated cabling unless otherwise mentioned.
2. All CAT-6 cabling must be terminated with RJ-45 connectors at both ends.
3. The supplied CAT-6 insulated cable must have an operating range of – 40° C to + 50° C and be resistant to temperature changes.
4. All CAT-6 cabling must be terminated with RJ-45 connectors at both ends.
5. All CAT-6 cabling must be labeled 1” from both ends with the camera numbers that are provided by the CBSA. The label must be done with a label maker or numbered stickers. Hand-written labels will not be accepted.
6. Cabling used for exterior camera must be indoor/outdoor rated.
7. Any exposed cabling for exterior cameras must be concealed within a conduit (PVC or BX) to protect against any tampering.
8. The contractor must supply and install the required cabling, including low voltage power cable where required and electrical source to all designated equipment.
9. Switches provided must be Gigabit Ethernet type.
10. An uninterruptible power supply (UPS) will be supplied. Eaton 9130.
 - 10.1. The contractor will need to install and configured at the server according to the requirements in Section 2 – Table 8 – UPS Requirements.
11. A commercial-grade surge suppressor with minimum of 600 joules rating must be supplied and installed at the server and at each workstation to protect against voltage spikes.
12. A 1 TB external hard drive, equivalent or better to a Seagate Expansion 1 TB Portable Hard Drive must be supplied and provided to the CBSA.
13. Provide two (2) 50 pack 16X DVD-R 4.7 GB. Product can be equivalent or better to the Verbatim Life Series DVD-R Spindle. A one hundred (100) pack will also be accepted.
14. Six (6) USB Flash Drives of minimum 32 GB capacity. Flash drive must have password encryption protection capability.

Video Management System (VMS)

1. The VMS must use the most recent version of Milestone XProtect® Corporate.
2. Provide twenty five (25) Milestone Device License Keys (DLKs).
3. NTP time server must be installed on the system in order to ensure that the time synchronization of the server and all the workstations is identical.

Deliverables

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

Constraints

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

Compliance Verification Testing

1. The contractor must perform compliance verification tests with the project/technical authority, prior to final delivery and acceptance of the system.
2. The contractor must provide personnel, equipment, instruments and other supplies to perform the test. The compliance test must demonstrate that the installed VMS components function and comply with the project technical expectation and specifications.

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

Client Support

1. CBSA will provide the software base license code for Milestone XProtect® Corporate.
2. CBSA will provide all necessary information regarding the current infrastructure in place.

Training

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

Warranty, Maintenance and Service Level Agreement

1. The Warranty includes yearly maintenance of the CCTV System. The maintenance shall include the cleaning of all video system components such as but not limited to cameras, domes, server, switches, monitors, etc. (excluding cabling).
 - 1.1. Maintenance must be completed at a minimum of two (2) times per year.
 - 1.2. Must include software updates on the system as part of the maintenance.
 - 1.3. Following any maintenance, the contractor must report in writing to the Technical Authority any deficiencies or problems found.
 - 1.4. The maintenance agreement is for a period of one (1) year with option of an additional two (2).
2. At a minimum during the warranty period and at no extra cost to the CBSA, the contractor shall include on site repair and/or replacement of the defected components reported for any minor and major system failures.

- 2.1. A major system failure shall be defined as the failure of any operator controls as well as any system controller, server or communication link which renders more than 10% of a specific security subsystem of systems inoperative. The response time for any major system failure is three (3) calendar days from the time the contractor is informed.
 - 2.2. A minor system failure shall be defined as the failure of the feed of a single camera, workstation and monitor or the failure of a camera, workstation or monitor. Even though spare cameras are provided, the response time for any minor system failure is five (5) calendar days from the time the contractor is informed.
3. Preventative and corrective maintenance performed by a maintenance contractor other than this contractor during the warranty period shall not void warranty on labor, hardware and software provided by this Contractor.

Section 2 – Technical Requirements

Table 1 – General Camera Requirements

The general camera requirements apply to all cameras unless camera specifics are mentioned.

Open Architecture	<ul style="list-style-type: none"> Cameras must be IP Cameras must support ONVIF profile S
Video	<p>Camera must support the following video settings:</p> <ul style="list-style-type: none"> Multiple compression formats, including but not limited to H.264 and MJPEG. Camera must be able to output at least two video streams simultaneously and must also support simultaneous streaming of multiple formats. Frame rate must be controllable for each stream.
Power	<ul style="list-style-type: none"> Camera must be POE or High POE compatible.
Audio	<ul style="list-style-type: none"> Camera must have at least one audio input port that uses a standard 3.5mm plug, so that a microphone may be connected to the camera to receive audio. Pan-Tilt-Zoom (PTZ) cameras and license plate capture cameras are excluded from the requirement for an audio input port. All cameras which are audio capable must have audio capability disabled from the camera or video management software (VMS), unless otherwise noted.
Exposure Settings	<ul style="list-style-type: none"> Must be configurable for different lighting conditions such as shutter speed, and gain. Must allow an automatic compensation of the image level with regard to the lighting conditions variations
Enclosure	<ul style="list-style-type: none"> Cameras must be contained in housing and securely mounted.
Setting Specifications	<ul style="list-style-type: none"> Live viewing at 20FPS Recording at 15 FPS Stream <i>H.264</i> must be used Set <i>AGC</i> gain control to auto. Set <i>Shutter speed</i> control to auto (with a limit of 1/30s shutter speed in low light) IR Cut Filter must be always on mode auto day/night White balance must be set to “Automated”. WDR must be always “ON”. Compression rate must be set in order to have good image quality. Field of view compliant with the camera coverage requirements

Table 2 – Camera List

#	LOCATION	TYPE	TABLE	SPECIFIC INSTALLATION REQ.
1	Exterior – NW Corner	PTZ	Table 5	Corner @ approx. 3284mm from ground
2	Exterior – NE Corner	PTZ	Table 5	Corner @ approx. 3284mm from ground
3	Exterior – Rear Entrance	FIX	Table 6	
4	Exterior – SE Corner	PTZ	Table 5	Corner @ approx. 3284mm from ground
5	Waiting Area	FIX	Table 4	
6	Interview Room – 148	FIX	Table 4	Facing client
7	Interview Room – 147	FIX	Table 4	Facing client
8	Waiting Area	FIX	Table 4	
9	Lobby	FIX	Table 4	
10	Stairwell	FIX	Table 6	
11	Interview Room – 142	FIX	Table 4	Facing client
12	Cell – 139	FIX	Table 3	Above toilet
13	Cell – 138	FIX	Table 3	Above toilet
14	Cell Hallway	FIX	Table 4	
15	Back Entrance – Inland Entrance	FIX	Table 6	
16	Rear Inland Entrance	FIX	Table 4	
17	Fingerprint Area	FIX	Table 4	
18	Loading Dock	FIX	Table 6	
19	Arming Room	FIX	Table 6	
20	Parking Garage	FIX	Table 6	
21	Parking Garage	FIX	Table 6	
22	Basement Entrance	FIX	Table 6	
23	Lobby	FIX	Table 4	
24	Spare	FIX	Table 4	

Table 3 – Cell Camera

Cameras installed in cells must be installed in heavy duty, vandal resistant and tamper proof enclosures. Enclosures cannot provide a hanging point. General purpose dome cameras are not sufficient and specialized housing must be used. The camera installed must not provide view of the lavatory.

Resolution	Must have at least a 1280 X 720 image resolution.
Focus	Must have powered focus such as auto focus or auto back focus.
Field of View	Must provide at least a 90 degree horizontal field of view.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Enclosure	Must be housed in heavy duty, vandal resistant and tamper proof enclosures that mount flush to the wall and ceiling. Enclosures cannot provide a hanging point
	Camera must be equivalent or better than AXIS P1355 and AXIS Corner Housing unit.

Table 4 – Indoor Tamper Resistant

Resolution	Camera must have a minimum of 3 megapixel image resolution.
Zoom	The camera must support at least a 2X optical zoom.
Focus	Must have remote focus such as auto focus or auto back focus.
Field of View	Must provide a range at between 50 and 100 degree horizontal field of view.
Frames Per Second	Camera must support at least 15 frames per second at the minimum resolution specified above.
Night Capability	The camera must be a true Day/Night camera with a mechanical IR cut filter.
Environment	Camera assembly must provide protection against dust. A custom enclosure may be provided so that a camera can operate within this requirement. Must be rated IP51 or greater.
Enclosure	Camera must be contained in housing and securely mounted in order to be resistant to tampering. Cameras which are not dome cameras require external enclosures.
	Camera must be equivalent or better than AXIS P3346-VE or P3346-V

Table 5 – Outdoor PTZ Camera

Resolution	Must have at least a 1280 X 720 image resolution.
Focus	Must have auto focus
Field of View	Must provide at least a 45 degree horizontal field of view.
Optical Zoom	The PTZ camera must support at least 10X optical zoom.
Range of Motion	Must have a pan range of at least 350 degrees and have a tilt range of at least 90 degrees.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Environment	Camera assembly must provide protection against dust and condensation. Rated IP 65 or better. A custom enclosure may be provided but should be expressly noted.
	Camera must be equivalent or better than AXIS Q6045-E.

Table 6 – Vandal and Tamper Proof Dome Camera

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

Resolution	Must have at least a 1280 X 720 image resolution.
Zoom	Must support at least a 2X optical zoom.
Focus	Must have remote focus such as auto focus or auto back focus.
Field of View	Must provide at least 80 degree horizontal field of view.
Frames Per Second	Must support at least 20 frames per second at the minimum resolution specified above.
Night Capability	Must be a true Day/Night camera with a mechanical IR cut filter.
Enclosure	Must be contained in housing and securely mounted. These cameras must be resistant to vandalism/tampering, and where dome cameras are preferred. Cameras which are not dome cameras require additional enclosures.
	Camera must be equivalent or better than AXIS P3364-V

Table 7 – Workstation Requirements

1.	The operating system must be Windows 7 Professional (32 bit or 64 bit*), Windows 7 Enterprise (32 bit or 64 bit*) or Windows 7 Ultimate (32 bit or 64 bit*). * Running as a 32 bit application.
2.	The CPU must be Intel Core-i7, 4 cores.
3.	A minimum of 8 GB of RAM must be installed.
4.	The graphics adapter must be able to support the recommended resolution of 1920 x 1080.
5.	A DVI or HDMI connection from the monitor to the workstation is required.
6.	The connection media between the monitors and the workstations must be done through HDMI.
7.	Minimum 1 TB SATA hard drive (7200 RPM SATA 3.0 GB/S) must be installed and partitioned as follow: one partition with minimum 250 GB for Operating System files and one partition with minimum 750 MB to store exported video.
8.	SATA SuperMulti DVD writer
9.	Software: Microsoft .NET 4.0 Framework, DirectX 9.0 or newer must be installed.
10.	Monitor resolution: Monitor must have a 1920 X 1080 image resolution.
11.	40 inch monitor must be equivalent or better to a <i>Samsung SMT4023</i> .

Table 8 – UPS Requirements

Power Rating	An uninterruptible power supply (UPS) must be able to supply the server, the associated switches and all critical accessories embedded.
Power runtime	The uninterruptible power supply (UPS) must be able to supply a minimum of 20 minutes of power at full power capacity during a power outage.
Soft Shutdown	In the event of a power outage, the UPS must be configured to initiate a safe shutdown of the servers based on battery capacity and/or time delay.
Connectivity	UPS must be connected to the server through a <u>network</u> communication in order to initiate the shutdown in case of power outage.
Output Waveform	True sine wave output Output voltage distortion with less than or equal to 5% distortion at full load.
Topology	The UPS must be Online Topology type, converting the power from AC to DC then back to AC.

Table 9 - General Server Requirements

All stated requirements are mandatory.

<p>General</p>	<ul style="list-style-type: none"> - The following servers must be provided: <ul style="list-style-type: none"> o 1 X Management/Failover Server o 1 X Video Storage Server - A single server hosts both the management application and the failover application. Video recording for all cameras should be done on the video storage server. In the event of machine failure of the video storage server, all cameras must record on the management/failover server. - This list does not include networking equipment such as switches. UPS equipment is specified separately. The detailed requirements for each type of server are in the section <i>Management/Failover Server Requirements</i> and <i>Video Storage Server Requirements</i>. - The storage requirements are listed under <i>Storage</i> in the section <i>Management/Failover Server Requirements</i> and <i>Video Storage Server Requirements</i>.
<p>Recording/Retention</p>	<ul style="list-style-type: none"> - All cameras must be configured to record 24/7 continuously at the minimum specified resolution and frame rate for each camera type. The minimum frame rate for recording is 12 FPS, with a preferred frame rate of 15 FPS or greater, unless otherwise specified. Recording on motion should not be configured. - The retention time of all camera footage must be at minimum 30 days (32 TB). - The camera footage must be clustered in two groups and assigned to two Video Storage Servers.
<p>Write Failover</p>	<ul style="list-style-type: none"> - The video surveillance system must continue to record all camera footage in the event of a video storage server failure. - In the event of a machine failure of the video storage server, a failover storage server must be configured to takeover recording. The failover storage server must provide a minimum of 9 TB of storage or 5 days of storage (whichever is greater). Live and archived video associated with the failover storage server must be accessible. - The management software and the failover software must reside on the same physical machine. RAID 5 is required for video failover storage, and RAID 6 is required for primary video storage. RAID 1 is

	<p>required for all OS/Application drives.</p> <ul style="list-style-type: none">- Redundant storage of recorded video on multiple servers is not required.
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Table 10 – Management / Failover Server Requirements

All stated requirements are mandatory. The management application refers to the component of the video management system which contains configuration settings including product licensing, camera recording settings and user permissions. The management application is also responsible for user authentication as well as any logging. The failover application refers to the component of the video management system which takes over recording in the event of failure of the video storage server.

The following server or equivalent can be used:

- Dell R720xd / Processor E5-2650 / 8GB RAM / with:
 - 2 X 300 GB SAS RAID 1
 - 4 X 3 TB Near-Line SAS RAID 5

Form Factor	<ul style="list-style-type: none"> - Rack mount - Sliding rails with cable management arm. 	
Processor	Number of Processors Required	2
	Cores	4 or more
	Clock Speed	2.0 GHz or higher
	Instruction Set	64-bit
	<i>Processor such as Intel Xeon E5-2650 or higher</i>	
Memory	<ul style="list-style-type: none"> - 8 GB RDIMM or higher 	
RAID Controller	<ul style="list-style-type: none"> - RAID 1 System + RAID 5 Storage - 512 MB Battery Backed Cache or higher 	
System/Application Drives	<ul style="list-style-type: none"> - Minimum of two (2) 2.5" or 3.5" drives must be present. - The total usable capacity after RAID must be 300GB or higher. - SAS or better. - RAID 1 	
Recording Drives	<ul style="list-style-type: none"> - Minimum of four (4) 3.5" 3 TB hot swappable drives must be present. - The total usable capacity after RAID must be 9 TB or higher. - RAID 5 	
Power Supply	<ul style="list-style-type: none"> - Must have dual, hot-plug redundant power supplies. 	
OS	<ul style="list-style-type: none"> - Must have one of Windows Server 2008 R1/R2 x64 or Windows Server 2012 installed. - Server must be Certified for Windows by Microsoft for the version of OS installed. 	

Network	<ul style="list-style-type: none">- Must have dual 1 GB Ethernet.
Software	<ul style="list-style-type: none">- Video Management and Failover Application must be stored on this server.- The software must support the version of OS installed.

Table 11 – Video Storage Server Requirements

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

Two (2) servers with the following references or equivalent can be used:

- Dell R720xd / Processor E5-2650 / 8GB RAM / with:
 - 2 X 300 GB SAS RAID 1,
 - 9 X 3 TB Near-Line SAS RAID 6

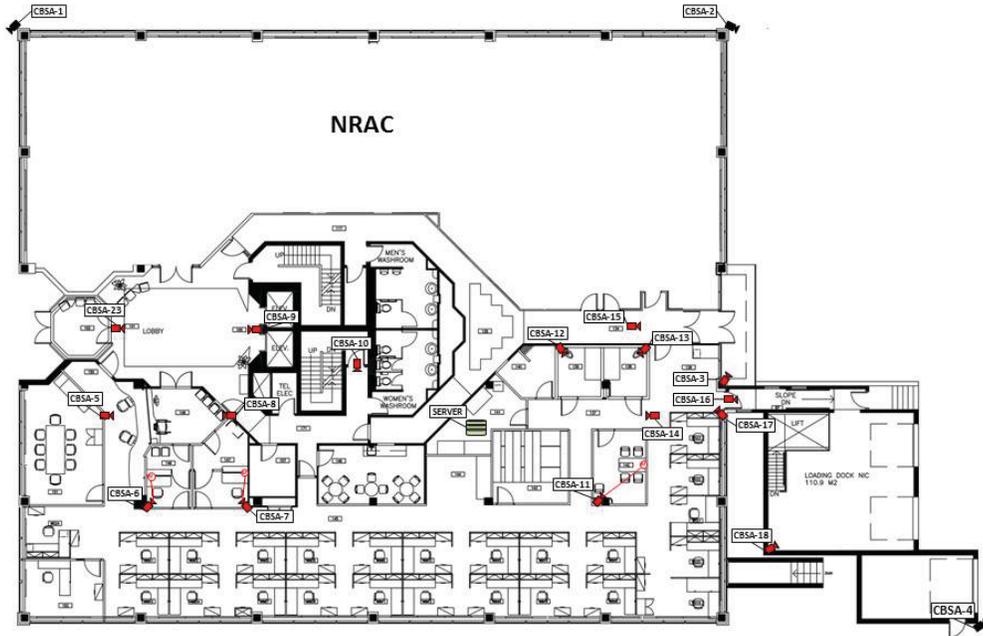
Form Factor	<ul style="list-style-type: none"> - Rack mount - Sliding rails with cable management arm. 	
Processor	Number of Processors Required	2
	Cores	4 or more
	Clock Speed	2.0 GHz or higher
	Instruction Set	64-bit
	<i>Processor such as Intel Xeon E5-2650 or higher</i>	
Memory	<ul style="list-style-type: none"> - 8GB RDIMM or higher 	
RAID Controller	<ul style="list-style-type: none"> - RAID 1 System + RAID 6 Storage - 512 MB Battery Backed Cache or higher 	
System/Application Drives	<ul style="list-style-type: none"> - Minimum of two (2) 2.5" or 3.5" drives must be present. - The total usable capacity after RAID must be 300GB or higher. - SAS or better. - RAID 1 	
Recording Drives	<ul style="list-style-type: none"> - Minimum of nine (9) 3.5" 3TB hot swappable drives must be present. - The total usable capacity after RAID must be 21 TB or higher. - RAID 6 	
Power Supply	<ul style="list-style-type: none"> - Must have dual, hot-plug redundant power supplies. 	
OS	<ul style="list-style-type: none"> - Must have one of Windows Server 2008 R1/R2 x64 or Windows Server 2012 installed. - Server must be Certified for Windows by Microsoft for the version of OS installed. 	
Network	<ul style="list-style-type: none"> - Must have dual 1 GB Ethernet. 	
Software	<ul style="list-style-type: none"> - Video Storage Application must be stored on this (or these) server (s). - The software must support the version of OS installed. 	

Table 12 – Enclosure

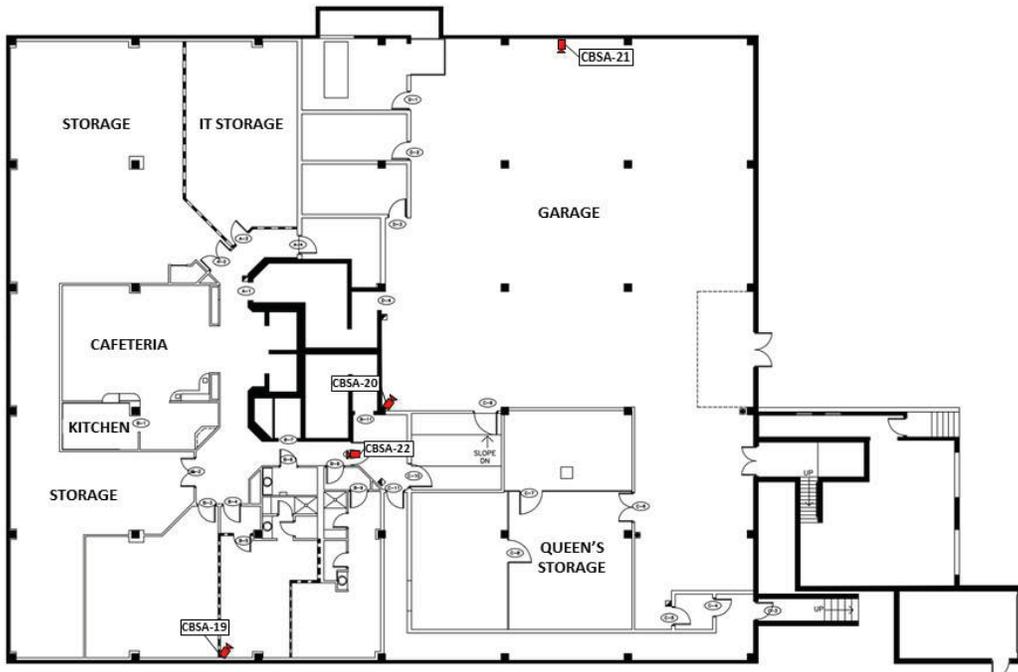
Standard	The enclosure must be compliant with approved safety standards for use in Canada.
Function	The enclosure must be able to contain all servers, the UPS, gateways and switch (es) of the CCTV system.
Form Factor	The enclosure must be a Network Rack type.
	The enclosure must be a <i>4 Post Open Server Equipment Rack Enclosure</i> type.
	The enclosure must have vertical Wire Managers.
	The enclosure must have solid panels on the sides and vented panel at the rear and front door so that there is no unauthorized access to the embedded equipment.
Size	The enclosure must be a « Rackmount » standard with a width of 19”
	The depth of the enclosure must be sufficient to contain all the CCTV system equipment including all servers, UPS, gateway, the network switch (es).
	The usable height of the enclosure must be sufficient to contain all the CCTV system equipment including all servers, UPS, gateway, and the network switch and must be less or equal than 14U height.
Knockouts	The enclosure must have electrical knockouts on removable rear panel at the top and bottom.
Lock	The enclosure must have a front door that can be locked by key.
Ventilation	The enclosure must have vented panels on top and rear and /or side panel (s).
	The enclosure must have at least one (1) fan.
Stability of the enclosure	The enclosure must not have wheels installed.
Example	An enclosure such as the ERK-1025KD / 10FT / VFD / KO-VT3T series with appropriate accessories from Middle Atlantic or better can be used

Section 3 - Site and Camera Layout

Floor 1



Basement



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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
1000 3232 42
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
Canada Border Services Agency	Corporate and Program Services Division

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail
Provide new CCTV system for Inland Enforcement at 2265 St. Laurent Blvd., Suite 200, Ottawa ON

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

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

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Nicholas Adam	Title - Titre Security Specialist	Signature
Telephone No. - N° de téléphone 613-949-0684	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel nicholas.adam@cbsa-asfc.gc.ca
		Date 2014-11-10

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) CHRIS CLARKE	Title - Titre DIRECTOR, CORPORATE and PROGRAM SERVICES DIVISION	Signature
Telephone No. - N° de téléphone 613-991-0554	Facsimile No. - N° de télécopieur 613-957-9080	E-mail address - Adresse courriel CHRIS.CLARKE@CBSA-ASFC.GC.CA
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Contract Security Division Security Officer Contract Security Division Ar...@tpsgc-pwgsc.gc.ca Tel... 1-850 / Fax / Téléc - 613-954-4171	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Jan 9, 2015