



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

**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 Electronic Swipe System	
Solicitation No. - N° de l'invitation W010S-16J160/A	Date 2015-11-17
Client Reference No. - N° de référence du client W010S-16-J160	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-220-9672	
File No. - N° de dossier HAL-5-75152 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-29	Time Zone Fuseau horaire Atlantic Standard Time AST
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: Dunphy, Nancy	Buyer Id - Id de l'acheteur hal220
Telephone No. - N° de téléphone (902) 496-5481 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB HALIFAX-SHEARWATER BLDG 30, 240 BONAVENTURE AVE SHEARWATER NOVA SCOTIA B0J3A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

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

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PART 1 - GENERAL INFORMATION

1.1. Security Requirement

There is no security requirement associated with the document.

1.2. Requirement

The requirement is detailed in **Annex "A" - Requirement**.

1.3. 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.

1.4. Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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PART 2 - BIDDER INSTRUCTIONS

2.1. 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 (2015-07-03) 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: 60 days
Insert: 90 days

2.1.1 SACC Manual Clauses

B3000T ([2006-06-16](#)) Equivalent Products

2.2. 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.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

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2.4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**.

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.

2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

Address: Building SH100, Warrior Avenue, Shearwater, NS – Warrior Block Building # 100. Any ID card will work to enter the gate to Shearwater Base. Does not need to be a military ID.

DATE: On December 1st, 2015. The site visit will begin 10:00 AST at the main lobby, inside the front door for escort into the facility.

Bidders are requested to communicate with the Contracting Authority (nancy.dunphy@pwgsc.gc.ca or 902-496-5481) no later than **November 26th, 2015 @2pm (AST)** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

C3011T ([2013-11-06](#)), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under **Part 5**.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

MET / NOT MET

The following is to be submitted with the bid document for review:

- | | |
|---|---------------|
| 1) Must be delivered and installed on or before March 31, 2016. | _____ / _____ |
| 2) Must be contactless. | _____ / _____ |
| 3) Must be three (3) stand alone front desk units with lock cables included. Must be able to encode, track, program keys. | _____ / _____ |
| 4) Must have Auto locking when shut. | _____ / _____ |
| 5) Must provide Installation and User training. | _____ / _____ |
| 6) All 274 rooms to be completed; | _____ / _____ |
| Included: | |
| 1000 stock keycards, | _____ / _____ |
| 50 Staff keycards. | _____ / _____ |
| 10 Audit keycards. | _____ / _____ |

4.1.2 Financial Evaluation

A0220T (2013-04-25), Evaluation of Price

4.2. Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information 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 made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

5.2.2 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 [Employment and Social Development Canada \(ESDC\) - 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.

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PART 6 - RESULTING CONTRACT CLAUSES

6.1. Security Requirement

There is no security requirement associated with the document.

6.2. Requirement

The Contractor must provide the items detailed under the "Requirement" at **Annex "A"**.

6.3. Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4. Term of Contract

6.4.1 Delivery Date

While delivery is requested as soon as possible from award of contract, ***the best delivery that could be offered is*** _____ . (***<----- to be completed by bidder***)

6.5. Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Dunphy
Title: Supply Officer
Public Works and Government Services Canada
Address: 1713 Bedford Row
Halifax, NS B3J 3M9
Telephone: (902) 496-5481
Facsimile: (902) 496-5016
E-mail address: nancy.dunphy@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.

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6.5.2 Project Authority

The Project Authority for the Contract ([will be advised upon award](#))

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

6.5.3 Contractor's Representative (<----- *to be completed by bidder*)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6.6. Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ _____ **To be announced at contract award** Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 Limitation of Price

C6000C ([2011-05-16](#)) Limitation of Price

6.6.3 Single Payment

H1000C ([2008-05-12](#)) Single Payment

6.7. 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:

The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8. Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, 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.

6.9. Applicable Laws

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

6.10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2010A** (**2015-09-03**) General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*)

6.11. Defence Contract

A9006C (**2012-07-16**) Defence Contract

6.12. SACC Manual Clauses

A9062C **2011-05-16** Canadian Forces Site Regulations
B1501C **2006-06-16** Electrical Equipment

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ANNEX "A" **REQUIREMENT**

Statement of Work: Warrior Block Electronic Card System

Description of work required - Provide and install **(1) Single Quarter rooms -223 total; (2) Storerooms – 38 total; and (3) Offices – 13 total** with contactless (not swipe card) electronic door lock system. To include interior/exterior Satin Chrome Brass Weatherproof gaskets; Plates (one on each side of door), Electronic locksets with clutch mechanism and built-in contactless RFID reader and 3 stand-alone front desk units including lock cables with contactless encoder. Front desk units will be used to encode keys, track key-card data, program and maintain locks. ADA compliant, outside lever free to rotate upward and downward in locked mode. 1" solid deadbolt. Auto locking when shut. Request a welcome/instruction kit and user training from company. *Emergency access:* Emergency keycard, mechanical key and electronic override. Installers are offered accommodations/meals in Warrior Block during completion of work at no cost.

Mandatory Requirements:

- Must be delivered/installed/paid by March 31, 2016
- contactless
- 3 stand alone front desk units with lock cables included. Must be able to encode, track, program keys.
- Auto locking when shut
- Installation and User training provided by supplier
- All 274 rooms to be completed

Included:

- 1000 stock keycards,
- 50 Staff keycards.
- 10 Audit keycards.

Objective – Replace current key lock system with electronic card system for building Accommodations. Single quarter rooms, Storerooms and Accommodation Offices to be updated with this electronic lock system. There is no requirement for perimeter door work, only occupant rooms, store rooms and offices, the doors that access the building from the outside do not need to be touched.

Security - No security requirements. Installers will be accompanied by a Warrior Block employee when entering Single Quarter rooms, Offices and Storerooms.

Delivery location – Building SH 100, Warrior Avenue, Shearwater NS, Warrior Block

ANNEX "B" BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price. **FOB Destination.** Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Note: In order to be considered compliant with this solicitation document, bidders are required to complete the pricing table below.

Item No.	Description	Part Number	Quantity	Unit Price (EACH)	Extended Price
A.	Standard Components:				
001	ILCO Solitaire 790 – Exterior/Interior – Satin Chrome / Brass Weatherproof gaskets "or equivalent".	790	223	\$	\$
002	Front Desk Unit – Lock Cables w/contactless encoder		3	\$	\$
003	Stock Cardkeys		1000	\$	\$
004	Staff Keycards		50	\$	\$
005	Audit Cards		10	\$	\$
B.	Optional Components:				
006	Solitaire Storeroom Lock 761 "or equivalent"	761	38	\$	\$
007	Solitaire Office Lock 762 "or equivalent"	762	13	\$	\$
008	Welcome kit - includes a basic breakdown of the product and instructions.		1	\$	\$
C.	Perimeter Access Equipment:				
012	PLATES LONG WIDE Plate measurements: 9.25 – 9.5”H 3.2 – 3.4” W .4 - .6” Deep / 2.2 – 3” deep with handle. Fire Rated		548	\$	\$
D.	Installation:				
013	Installation of door locks – pre-prepped doors Installation of the Perimeter Access Equipment** **does not include any required electrical installation		274	\$	\$
014	Travel to Shearwater				\$
015	User Training				\$
016	Warranty 2 year				\$
				HST 15%	\$
			Grand Total		\$

Annex C
INFORMATION FOR CODE OF CONDUCT CERTIFICATION

[MUST BE COMPLETED BY OFFEROR/BIDDER WITH BID SUBMISSION]

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;







