



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> TV Services	
<b>Solicitation No. - N° de l'invitation</b> W3508-160139/A	<b>Date</b> 2015-12-30
<b>Client Reference No. - N° de référence du client</b> W3508-160139	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-016-7024	
<b>File No. - N° de dossier</b> TOR-5-38157 (016)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grozdanovski, Tase	<b>Buyer Id - Id de l'acheteur</b> tor016
<b>Telephone No. - N° de téléphone</b> (905) 615-2081 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 4th Canadian Division, TC Supply Receipts M-210 Grey Road 112 Meaford Ontario N4L0A1 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**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Canadian Content**

The requirement is limited to Canadian goods and/or services.

## **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: 120 days

### **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 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### ***Definitions***

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** (  ) **No** (  )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** (  ) **No** (  )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 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.

## **2.6 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 site visit to be held at 139152 Grey Road 112, RR# 1, Meaford, Ontario N4L 0A1 on 13 January 2016. The site visit will begin at 10:30 a.m. EST.

Bidders must communicate with the Contracting Authority no later than 11 January 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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## **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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

#### **Payment of Invoices by Credit Card**

Canada requests that bidders complete one of the following:

- ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- ( ) VISA
- ( ) MasterCard

OR

( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of invoices will not be considered as an evaluation criterion.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## **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**

##### **4.1.1.1 Mandatory Technical Criteria**

1. The bidder must have attended the Mandatory Site Visit.
2. The bidder must have a minimum of 5 years documented experience in programming, technical support, connections, and training related to TV services. To demonstrate this experience the bidder must provide details related to the history and background of their company.
3. The bidder must provide details of three (3) contracts performed within the past 5 years, that were similar\* in scope, and size, related to programming, technical support, connections, and training related to TV services. Details must include client name and location, type of operating environment, period of the contract, a brief work description including the population supported.

\*Similar – for purpose of evaluation, means the extent of comparability in terms of scope, magnitude, operating environment and business sector.

4. The bidder must demonstrate their approach in completing all aspects of the work as detailed in Annex A – Statement of Work, by providing details as follows:
  - a. The connection method/type proposed that the bidder will use for the head end of the system
  - b. A detailed explanation of system connections including a diagram of the system
  - c. Detailed specification of all proposed equipment to include part numbers and a map detailing the location of all equipment
  - d. A detailed list of all channels that the bidder will provide as part of the service (as a minimum, the list provided must meet the list in refer to document 3.2 of Annex A for minimum requirement)

#### **4.1.2 Financial Evaluation**

- 4.1.2.1 Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing;
- 4.1.2.2 The price used in the evaluation will be the sum of the Firm Lot Prices for the Firm and Optional Requirements listed at Annex B, Basis of Payment;
- 4.1.2.3 *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

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.

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## **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](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6\(9\)](#), Example 2, of the [Supply Manual](#).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

**5.1.2.1.1** *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

### **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).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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

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

### **6.1 Security Requirements**

There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### **6.2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### **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**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (To be inserted at contract award)

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tase Grozdanovski  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Address: 33 City Centre Drive, Suite 480C Mississauga, Ontario L5B 2N5

Telephone: 905-615-2081  
Facsimile: 905-615-2060  
E-mail address: tase.grozdanovski@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.

### 6.5.2 Project Authority (To be inserted at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

### 6.5.3 Contractor's Representative (To be filled in by the bidder)

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

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (*amount to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

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

### **6.7.2 Monthly Payment**

SACC Manual clause H1008C (2008-05-12), Monthly Payment

### **6.7.3 Payment of Invoices by Credit Card (if applicable)**

- The credit card \_\_\_\_\_ is accepted.

OR

- The credit cards \_\_\_\_\_ and \_\_\_\_\_ are accepted.

## **6.8 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.

## **6.9 Certifications**

### **6.9.1 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.

### **6.10 Applicable Laws**

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

### **6.11 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 2010C (2015-09-03), General Conditions - Services (Medium Complexity) ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

### **6.12 SACC Manual Clauses**

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

### **6.13 Insurance**

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

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## ANNEX A STATEMENT OF WORK

### 1. BACKGROUND

4<sup>th</sup> Canadian Division Training Centre (4 CDTC) is a military training facility for the Department of National Defence/Canadian Armed Forces (DND/CAF). It is located at on the southern shore of Georgian Bay, at the end of Line 9 (Grey Road 112), north of Highway 26, in St. Vincent Township, County of Grey, between the Town of Meaford (8 Km east) and the city of Owen Sound (35 Km west). Civic address is: 139152 Grey Road 112, RR# 1, Meaford, Ontario N4L 0A1.

DND/CF provides limited access to cable television for its staff, living in members and those who frequent designated areas (such as the eating mess and fitness facility) as a means for 4 CDTC command staff to maintain situational awareness on local/national events and a measure of quality of life (QOL) for living in members.

The current system is divided into two sections, the head-end and distribution portions and individual active receivers. The head-end consists of a single satellite dish and numerous receivers, each of which feeds a single channel selector which are in turn combined into a single signal. The distribution system amplifies the combined channels and sends the signal out to the users through a series of amplifiers and shielded cable. There currently 9 buildings that are not connected to the head-end and distribution system. They have an independent satellite dish and active receivers for the delivery of television programming.

### 2. SCOPE

To supply all labour, material and equipment to provide cable television services to locations as indicated in document 3.1 and channel programming as detailed document 3.2.

### 3. APPLICABLE DOCUMENTS

- 3.1. 4 CDTC- Locations for Television Services
- 3.2. 4 CDTC- Channel Requirements
- 3.3. 4 CDTC- Base Map

### 4. REQUIREMENTS

Supply all labour, materials, equipment and supervision required to provide television services to designated locations throughout 4 CDTC.

#### 4.1. Installation

**4.1.1.** Install / upgrade equipment as required to provide television feeds to the Base Sat Head End System and Individual Active Receiver of the existing distribution system. This equipment would provide centralized access for all 4 CDTC connections as specified document 3.1.

**4.1.2.** Install / upgrade a series of receivers as required to receive quality programming of the channels indicated in document 3.2 through the existing distribution system.

**4.1.3.** Install / upgrade equipment as required that would facilitate the selection of the channels indicated in document 3.2 through the existing distribution system.

**4.1.4.** Install / upgrade equipment as required that would facilitate the combination and transmission of the channels indicated in document 3.2 through the existing distribution system or a new distribution system as installed by the contracted agency.

**4.1.5.** Install / upgrade equipment as required that will prevent ice and snow build-up on any required exterior equipment.

**4.1.6.** The final completion date of the delivery, installation, inspection, and acceptance of the equipment required for the project is no later than 30 calendar days after contract award.

## **4.2. Services**

### **4.2.1. Programming**

Provide programming of a minimum of 48 channels to include those channels specified in document 3.2. Changes to channel programming (substitutions or modifications) are to be available but will be on an equal channel price equivalency.

### **4.2.2. Connections**

Connections for television services are detailed in document 3.1. A total of 123 total connections are required. Connections are categorized as 'Individual Active Receiver' and 'Base Sat Head End System'. DND reserves the right to relocate TV connections so long as the total number of connections does not exceed a total of 123.

### **4.2.3. Technical Support**

Contracted service will be available for no less than 99% of the time during one calendar year. Technical support will resolve loss over services as indicated below:

- a) Total disruptions in service for a single day to not exceed eight hours; and
- b) Single disruption in service to not exceed four consecutive hours.

## **4.3. Billing**

A single monthly billing fee will be required for all services based on the information above and will be constant throughout the term of the contract.

## **4.4. Training**

The contractor will provide training to 4 CDTC technical maintenance staff for 1 day and must occur 7 days after initial installation. Training must include:

- a) Preventative and routine maintenance;
- b) System Operation; and
- c) Procedural info in the event of failure.

## **4.5. Warranty**

### **4.5.1. Equipment**

All parts installed for this system must carry a warranty against failure or defect, for a minimum of one year beginning from the date of acceptance.

### **4.5.2. Installation**

All workmanship for the installation of this system must carry a warranty against failure or defect, for a minimum of six months beginning from the date of acceptance.

#### **4.6. Reference Materials**

Technical manuals must be provided for use by 4 CDTC technical maintenance staff. This manual will include:

- a) An overview of the entire head-end system;
- b) Part numbers and specifications of all devices used in the head-end system;
- c) Schematic diagram of the entire head-end system; and
- d) Contact information for sales personnel and technical support.

#### **4.7. Removal, disposal and ground remediation**

All removed material must be disposed of off site IAW local environmental guidelines and regulations and the installing agency must ensure that any disturbed ground in and around the areas of installation is returned to original condition.

### **5. CONSTRAINTS**

#### **5.1.1. Timings**

Work must be completed during normal business hours (0730-1600). Access to the work site will be provided by DND representatives.

#### **5.1.2. Infrastructure**

##### **5.1.2.1. Existing**

Installation must abide by the following restrictions with regard to existing infrastructure of 4 CDTC buildings:

- a) Wire/cable will not be installed in any conduit, raceway or harness currently in place without consultation of DND representatives;
- b) Any new conduit, raceway or harness may utilize existing mounting hardware so long as the installation does not compromise the structural integrity of the existing infrastructure and does not impede future installations;
- c) The function of the completed system will not interfere physically, electrically or electronically with any IT system currently in place;
- d) Any required changes to building infrastructure must be first approved by 4 CDTC Construction Engineering section via CF 141. All damage to base/station property must be reported to the appropriate base/station authorities and the appropriate repair will be completed prior to the overall final acceptance of the project.

##### **5.1.2.2. New**

Contractor may re-use existing infrastructure/equipment in the head-end and or distribution system but otherwise any and all new infrastructure requirements must be provided by the contractor and must be installed in accordance with industry best practices, system technical specifications, in accordance with current Canadian building codes and fire prevention regulations.

### **6. GOVERNMENT SUPPLIED MATERIAL AND EQUIPMENT**

4 CDTC will provide the following:

- a) All necessary electrical outlets to provide required power to equipment. If additional outlets are identified these can/shall be installed prior to commencement of work.
- b) Access to available 110 VAC power outlets for the operation of equipment necessary for the installation of the system.
- c) Access to the buildings and all rooms therein to facilitate the installation and upgrade of the system. This access will be provided during normal working hours. If access is required outside of normal working hours, a request must be submitted a minimum of one business day (Monday to Friday) so arrangements can be made to have staff on hand.
- d) Access to restroom facilities and potable water.
- e) Access to meal facilities. 4 CDTC has a small canteen and a full size kitchen that offer meals for a nominal fee.

#### **7. INSPECTION, TESTS AND CERTIFICATIONS**

Work will be continuously monitored by 4 CDTC representatives in order to ensure proper workmanship and health and safety practices are being followed. Upon the contractor completing the work, a representative of the contractor and 4 CDTC will inspect for conformance to the stated requirements. If all parties are in agreement the project will be signed off and payment issued.

**Document 3.1  
Locations for TV Connections**

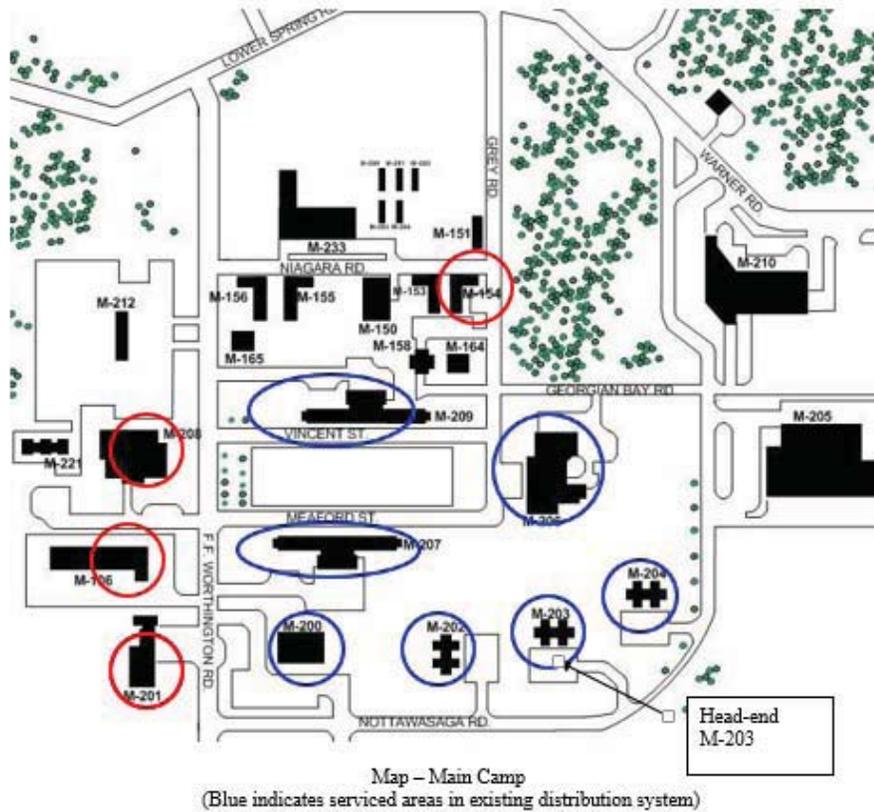
**Satellite TV Feeds and Locations**

<b><u>Building</u></b>	<b><u>Room</u></b>	<b><u>Number of TVs</u></b>
<b>Individual Active Receiver</b>		
M-154	HSC - Waiting Area	1
M-201	rm 106a	1
M-106	rm 110	1
M-208	Fitness Room	1
M-208	Cardio Room	1
M-200	CO's Office	1
M-200	Conference Room	1
M-200	MP's siting room	1
M-206	Kitchen	4
<b><i>Individual Receiver Total</i></b>		<b>12</b>
<b>Base Sat Head End System</b>		
M-202	Common Rooms	4
M-202	Personal Rooms	32
M-203	Common Rooms	4
M-203	Personal Rooms	24
M-204	Common Rooms	4
M-204	Personal Rooms	23
M-207	Common Room 106	1
M-207	Common Room 133	1
M-207	Common Room 205	1
M-207	Common Room 227	1
M-207	Common Room 305	1
M-207	Common Room 327	1
M-209	Crse Staff Room 105	1
M-209	Common Room 106	1
M-209	Crse Staff Room 132	1
M-209	Common Room 133	1
M-209	Crse Staff Room 204	1
M-209	Common Room 205	1
M-209	Crse Staff Room 226	1
M-209	Common Room 227	1
M-209	Crse Staff Room 304	1
M-209	Common Room 305	1
M-209	Crse Staff Room 326	1
M-209	Common Room 327	1
M-209	CBO RM 123	1
M-209	Duty Room 132	1
<b>Total of Sat Head End TVs</b>		<b>111</b>
<b>Total TVs</b>		<b>123</b>

**Document 3.2  
Required Television Channels**

1	CBC BC (CBUT)	39	CPAC
2	CTV Vancouver	40	Global Toronto HD
3	Global Vancouver	41	City Toronto HD
4	City Vancouver	42	CPAC
5	Chek TV	43	Global Toronto HD
6	Knowledge Network	44	City Toronto HD
7	CBC Toronto	45	National Geographic HD
8	CTV Toronto	46	SRC HD
9	Global Toronto	47	TVA HD
10	City Toronto	48	Much Music HD
11	CHCH	49	
12	Omni 1 Toronto	50	
13	Omni 2	51	
14	CTV Two Toronto	52	
15	CBC Ottawa	53	
16	CTV Ottawa	54	
17	TVOntario	55	
18	Bite	56	
19	APTN	57	
20	Yes TV	58	
21	Vision TV	59	
22	The Miracle Channel	60	
23	CBC News Network	61	
24	CTV News Channel	62	
25	The Shopping Channel	63	
26	Daystar	64	
27	Weather Network	65	
28	Sportsnet One Main	66	
29	SportsNet Ontario	67	
30	Game TV	68	
31	TSN 5	69	
32	TSN 4	70	
33	TSN 3	71	
34	TSN 1	72	
35	Business News Network	73	
36	MTV Canada	74	
37	E!	75	
38	National Geographic	76	

**Document 3.3:**  
**Base Map**



Legend

-  Individual active system
-  Base Sat Head End System

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**ANNEX B**

**BASIS OF PAYMENT**

Prices are firm in **Canadian funds**, FOB Destination. Customs duties are included and GST/HST is extra, if applicable

**1. Firm Requirement**

The monthly rate for the period of the Contract must include any initial equipment charges and installation charges, amortized over the Contract period.

**1.1 Year 1**

Monthly rate for the supply of Television Services as per Annex A – Statement of Work

Description	Monthly Rate
Television services as per Annex A – Statement of Work	\$

**1.2 Year 2**

Monthly rate for the supply of Television Services as per Annex A – Statement of Work

Description	Monthly Rate
Television services as per Annex A – Statement of Work	\$

**1.3 Year 3**

Monthly rate for the supply of Television Services as per Annex A – Statement of Work

Description	Monthly Rate
Television services as per Annex A – Statement of Work	\$

## 2. Optional Requirement

### 2.1 Option Year 1

Monthly rate for the supply of Television Services as per Annex A – Statement of Work

Description	Monthly Rate
Television services as per Annex A – Statement of Work	\$

### 2.2 Option Year 2

Monthly rate for the supply of Television Services as per Annex A – Statement of Work

Description	Monthly Rate
Television services as per Annex A – Statement of Work	\$

### 2.3 Option Year 3

Monthly rate for the supply of Television Services as per Annex A – Statement of Work

Description	Monthly Rate
Television services as per Annex A – Statement of Work	\$

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**ANNEX C**

**ADDITIONAL CERTIFICATIONS**

**1. Board of Directors**

In accordance with Section 01, Integrity Provisions – Bid of the 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, Bidder's are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 02, Procurement Business Number of the Standard Instructions, Suppliers are required to have a Procurement Business Number (PBN) before contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.