



**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**

<b>Title - Sujet</b> SPECIALIZED WORK BENCHES	
<b>Solicitation No. - N° de l'invitation</b> M7594-172039/A	<b>Date</b> 2016-10-04
<b>Client Reference No. - N° de référence du client</b> M7594-172039	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PQ-978-71662	
<b>File No. - N° de dossier</b> pq978.M7594-172039	<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 2016-11-14</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> Vlahos, Helen	<b>Buyer Id - Id de l'acheteur</b> pq978
<b>Telephone No. - N° de téléphone</b> (613) 220-8951 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Furniture Division/Division des ameublements  
11 Laurier St. / 11, rue Laurier  
6B1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility or site, as and where required by RCMP personnel or those authorised by the RCMP to do so on its behalf.

### **1.2 Statement of Requirement**

The RCMP National Division Technological Crime Unit (TCU) has a requirement for the supply, delivery, and installation of 32 new high density technical workbenches that make use of vertical space to store multiple computers, monitors, and other work related equipment. There are 3 types of stations required, 20 Type A workbenches, 10 Type B workbenches and 2 Type C workbenches. The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with the Requirement at Annex "A".

### **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 from 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 World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

## **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 (2016-04-04) 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 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 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.

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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) and 2 soft copies on *CD, DVD*
- 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 at Annex "B". The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications and additional information 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

##### 4.1.1.1 Mandatory Technical Criteria

4.1.1.1.A. Mandatory Technical Specifications Criteria (MTSC)	
<b>MTSC1</b>	<p><b>MTSC1:</b>  The Bidder must certify that all the products <b>offered at Annex B – Basis of Payment</b> conform to the specifications detailed in Annex A – Requirement – Specialized Workbenches.</p> <p><b>MTSC1.2:</b>  To demonstrate MTSC1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation.</p>
<b>MTSC2</b>	<p><b>MTSC2:</b>  The Bidder must submit a shop drawing that includes, as a minimum, the dimensions (length, width, height) for items being proposed at <b>Annex B – Basis of Payment</b>.</p> <p><b>MTSC2.1:</b>  To demonstrate compliance with MTSC2, the Bidder must submit the shop drawing in hard copy.</p>

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

Mandatory Financial Criteria	
<b>MF1</b>	<p>MFC 1</p> <p>The Bidder must submit firm prices (including delivery and installation fees)</p> <p>Bidders must submit their pricing in accordance with Part 3, section II Financial Bid of this solicitation in hard copy.</p> <p><b>Prices must appear at Annex B Basis of Payment only.</b></p>

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*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**

*SACC Manual* Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

## **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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

##### **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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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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### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Product Conformance**

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

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

\_\_\_\_\_  
Date

## 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

NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the facility or site, as and where required by RCMP personnel or those authorised by the RCMP to do so on its behalf.

### 6.2 Statement of Requirement

The RCMP National Division Technological Crime Unit (TCU) has a requirement for the supply, delivery, and installation of 32 new high density technical workbenches that make use of vertical space to store multiple computers, monitors, and other work related equipment. There are 3 types of stations required, 20 Type A workbenches, 10 Type B workbenches and 2 Type C workbenches. The Contractor must provide the items detailed at Annex "B" Basis of Payment in accordance with 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) (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](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

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

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

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

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

## 6.4 Term of Contract

### 6.4.1 Delivery Date

All the deliverables must be received on or before (*to be inserted at contract award*).

### 6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "C" of the Contract.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Helen Vlahos  
Title: Supply Specialist  
Public Services and Procurement Canada  
Furniture & Office Supplies Division  
11 Laurier St, Gatineau, QC

Telephone: 613-220-8951  
E-mail address: [helen.vlahos@pwgsc-tpsgc.gc.ca](mailto:helen.vlahos@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

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.

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### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
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 – Basis of Payment for a cost of \$ (To be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

#### 6.6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### 6.6.3 Multiple Payments

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

#### 6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 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 on the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the consignee for acceptance and payment at the following address: **RCMP NHQ Asset Management**  
**73 Leiken Dr.M1, 4rth North, Mailstop #1**  
**Ottawa, ON K1A 0R2**  
**Att: Ezatullah Housany**

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

(c) One (1) copy must be forwarded or e-mail to the Project Authority identified under the section entitled "Authorities" of the Contract.

## **6.8 Certifications and Additional Information**

### **6.8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.8.2 Product Conformance Certification**

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

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

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

## **6.9 Applicable Laws**

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

## **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 supplemental General Conditions Goods ( Medium Complexity) 2010A (2016-04-04);
- (c) Annex A, Statement of Requirement – Specialized Workbenches;
- (d) Annex B, Basis of Payment
- (e) Annex C, Delivery Schedule
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Electronic Payment Instructions
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

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## 6.11 SACC Manual Clauses

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Good	2006-06-16
G1005C	Insurance	2016-01-28

## 6.12 Installation Services

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

1. Receive, unload, store and transport all products/pieces to the staging and/or installation site;
2. Unpack all pieces and inspect products for shipping damage;
3. Install all products in accordance with the manufacturer's specifications;
4. Ensure all other products function properly and make minor adjustment/repairs;
5. Touch up all minor nicks and scratches on the product that may have occurred during installation;
6. Clean the products once installed;
7. Clean up the installation site. The site must present a neat, orderly and workmanlike appearance at all times. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
8. Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures.

### **6.13 Post installation Procedures**

The Contractor must adhere to the following Post installation procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

### **6.14 Deficiency Procedures**

The Contractor must adhere to the following deficiency procedures:

1. The Contractor must notify the Project Authority when the installation is completed;
2. The Project Authority must arrange for the inspection with the Contractor;
3. The inspection must take place no later than three business days after installation is completed;
4. If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;
5. The Project Authority, in consultation with the Contractor, must prepare the deficiency list documenting all problems in every installation area;
6. The deficiency list must be forwarded by the Project Authority to the Contractor;
7. Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
8. For all deficiencies other than those identified in point 7, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
9. The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

## **ANNEX A - REQUIREMENT Computer Workbenches**

### **1.0 SCOPE**

This requirement applies to Local Area Network (LAN) Furniture – Computer Workbenches. The RCMP National Division Technological Crime Unit (TCU) requires thirty-two (32) new high-density technical workbenches that make use of vertical space to store multiple computers, monitors, and other work related equipment. There are three (3) types of stations required, twenty (20) Type A workbenches, ten (10) Type B workbenches and two (2) Type C workbenches.

#### **1.1 Configuration:**

The configuration of components to be supplied for the proposed layout is shown in the attached drawings. Diagrams are for illustration purposes and to provide exact size requirements, ( $\pm 1$  in.) All components shown in the drawings must be supplied. The supplier is responsible for supplying all necessary components to allow the configurations to be integrated as drawn. The supplier shall configure their proposed system to maintain the footprint and components as illustrated. Office furniture will not be considered for this application.

#### **1.2 Requirements:**

The requirements contained in this requirement are the minimum required features and components to be accepted under this solicitation. Manufacturers may offer additional products, which are designed to enhance the function of the LAN Furniture Network Equipment Enclosure/ Rack, Computer Workbenches and Multi Monitor Viewing Furniture. Acceptance of products not specified in Annex A is at the Contracting Authority's option.

### **2.0 APPLICABLE PUBLICATIONS**

The following publications are applicable:

- 2.1 CANADIAN STANDARD ASSOCIATION (CSA) Canadian Electrical Code Part I CSA C22.1
- 2.2 AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) BUSINESS AND INTERNATIONAL FURNITURE MANUFACTURE ASSOCIATION (BIFMA) ANSI/BIFMA X5.5-1998 DESK PRODUCT
- 2.3 AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)  
ASTM, ANSI/NEM A LD-3, CGSB testing of coating, surface finishes, adhesive.  
D523 - Test Method for Specula Gloss  
D3359 - Standard Test Method for Measuring Adhesion by Tape Test  
D3363 - Standard Test Method for File Hardness by Pencil Test  
D4060 - 01 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber Abraser.
- 2.4 Reference to the above publications, or test methods herein, is to the latest issue or unless noted.

### **3.0 CLASSIFICATIONS**

- 3.1 LAN Furniture shall be available in all of the following groups;

3.1.1 **Group 1:** Network Equipment Enclosure Tower and Rack Mount Units: these units can be open metal upright support structure or closed and shall provide shelves with adjustment capability, weight load capacity, air control, electrical and cable management.

3.1.2 **Group 2:** Computer Workbenches: a stand-alone workstation structure which shall be made up of metal upright supports with mounting system that supports a work surface, overhead storage components and provides electrical and wire management capability. The system shall also provide pedestal and accessories.

3.1.3 **Group 3:** Multi Monitor Viewing Station: a high-density technology and security furniture system, the work surface and accessories are attached to a metallic structure that can withstand heavy weight equipment. The user shall have the flexibility to work at a work surface with height adjustability. The storage of Network Equipment shall be secure but accessible to the user by being integrated below the work surfaces.

#### 4.0 TERMINOLOGY

- 4.1 Pedestal - Freestanding - A pedestal, which is a stand alone unit, with the top and all four sides, finished. The pedestal does not have castors and cannot be moved easily by the user.
- 4.2 Pedestal - Mobile - A pedestal which is on casters and can be moved easily by the user. The top and all four sides are finished.
- 4.3 Uprights - Metal supports for shelving, closed storage and work surfaces and can also be used to house electrical wiring.

#### 5.0 GENERAL REQUIREMENTS - ALL GROUPS

- 5.1 Quality of Workmanship- The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect the appearance, serviceability, or safety.
- 5.2 When assembled in all possible configurations there must be no visible unfinished edges or surfaces, other than stainless steel.
- 5.3 Metal edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps.
- 5.4 All welds must be structurally sound and free from cracks and surface voids. They must be clean, smooth and uniform in appearance and free from scale, flux, trapped foreign matters or any other inclusions that may be determined to the application of the primer or final finish.
- 5.5 Interchange ability- Workstation assembly hardware used in assembling components must allow components to be interchangeable or none handed when specified.
- 5.6 Safety- Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 5.7 Finish, Laminate Horizontal Work Surfaces - must meet the requirements specified in section 11.
- 5.8 Finish, Painted Non-Wood Surfaces - must meet the requirements specified in section 11.
- 5.9 Tolerances - Unless otherwise specified, the tolerance for all layout dimensions in this document must all be  $\pm 25.4$  mm ( $\pm 1$  in.).
- 5.10 Receptacles must be accessible at various heights along the uprights incrementally.

- 5.11 Electrical wiring - The complete electrical system and all components must comply with CSA C22.2 No. 203 or CSA C22.2 No. 203.1

**6.0 DETAILED REQUIREMENTS - GROUPS 2 AND 3 - Computer Workbenches and Multi Monitor Viewing Station**

6.1 Uprights:

- 6.1.1 The workbench frame comprised of vertical and horizontal structural elements are to be formed from a minimum standard combination of 12 and 14-gauge precision-tooled cold rolled steel (CRS) with durable electrostatic powder coat finish.
- 6.1.2 Each vertical post shall be 3.5 x 3.5" in diameter and 75" high, with 1" adjustability all along the post.
- 6.1.3 One frame must have a static load capacity of at least 544.31 kg (1200 lbs) and shall support one station.
- 6.1.4 Cable-management: Each workstation will provide an efficient cable management system, providing easy cable and data accessibility with a bending radius of 50mm. The system must provide 2 horizontal beams, one at the bottom of the station and one located at the worksurface level. Each beam shall be at a minimum 3" x 4" x 3" and have continuous access throughout the workstation.
- 6.1.5 Horizontal beams will provide room for storing excess cables and the vertical posts will provide additional means of managing cables running vertically in the system.
- 6.1.6 The station's frame must have levelers incorporated into the bottom of the frame. The levelling mechanism must adjust not less than 25mm (1 inch). The surface area of the bottom of the leg (floor contact surface) must be large enough to prevent any damage to raised tile surfaces.
- 6.1.7 Unobstructed Knee and Leg Room: The workbench must be a cantilevered system that does not use vertical supports underneath the worksurface that will interfere with the users legs and knees.
- 6.1.8 All enclosure units must be attached to the frame via concealed means.

6.2. Work Surfaces & Shelving

- 6.2.1 All shelving and worksurfaces shall be constructed of 1.25" particle board and covered in high pressure laminate with bullnose finish and a 3mm PVC edging.
- 6.2.2 Worksurfaces must be completely supported with the use of cantilevered or other suitable attachment brackets.
- 6.2.3. Worksurfaces to have 30" of depth, all upper shelving to have 16" of depth, and bottom equipment shelf to be 21" in depth. ( $\pm$  1 in.).
- 6.2.4 .All shelving to have 200lb weight capacity, with under-mount reinforced metal studs.
- 6.2.5 Shelving dimensions to be supplied as per drawings

### 6.3 Task Lights

6.3.1 Task lights must be mounted underneath overhead cabinets or shelves

6.3.2 Task lights must be available in 36" lengths. ( $\pm$  1 in.).

6.3.3 Each station shall be provided with one 36" built-in touch strip multi-level dimmable LED under mount task light, with 50,000 hour life span, color warm (3,500k), and 60 degree tilting motion.

### 6.4 Overhead Storage

6.4.1 Overhead storage units shall be 36" wide, 14" deep and 15' high. ( $\pm$  1 in.).

6.4.2 Attachment - The overhead storage units must be securely but not permanently attached to the uprights so that the storage unit, when removed, must not cause any damage to the supporting uprights.

6.4.3 Storage units must be made of matching laminate.

6.4.4 Storage units must be lockable.

### 6.5 Pedestals BBF

6.5.1 Pedestals must be available as freestanding and mobile and must be of a design compatible to the other components. Counterbalance weights used on mobile or free-standing pedestals must not be placed on any exterior surface.

6.5.2. Mobile pedestal must have a minimum of four casters.

6.5.3 Unless a pencil drawer is provided with the pedestal, the top box drawer must have a moveable pencil tray which must extend from one side of the inside of the drawer to the other.

6.6 Resilient bumpers must be provided on all door assemblies to minimize impact noise when doors close. Alternate means to minimize the impact noise of drawers will be acceptable.

## 7.0 DETAILED REQUIREMENTS - GROUP 2 – Computer Workbench Components

7.1 Type A Workbench: 96" x 96" x 75" (Qty 20)  
1 LCD Monitor arm to hold 4- 27" monitors in a stacked position  
1 Evidence Locker  
1 Overhead Bin  
1 Bin and tool panel with 6 plastic Bins  
Integrated power, data and USB modules  
Undermount LED task light  
Worksurface  
Upper Shelving  
Lower shelf  
Mobile Pedestal

7.2 Type B Workbench: 96" x 96" x 75" (Qty 10)

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1 LCD Monitor arm to hold 2- 27" monitors side by side  
1 Overhead Bin  
Integrated power, data and USB modules  
Undermount LED task light  
Worksurface  
Dual Upper Shelving  
Lower Equipment Shelf  
Mobile Pedestal

7.3 Type C Workbench: 85" x 62" x 75" (Qty 2)

1 LCD Monitor arm to hold 3- 27" monitors side by side  
2 Overhead Bins  
Integrated power, data and USB modules  
Undermount LED task light  
Worksurface  
Dual Upper Shelving  
Mobile Pedestal

## 8.0 UPRIGHTS AND ELECTRICAL - ALL GROUPS

- 8.1 Uprights Mounting Systems - The Uprights must have a mounting system on which components can be hung at varying heights throughout the entire post. Mounting systems must be slotted for component attachment at vertical increments of no more than 25.4 mm (1 in).
- 8.2 Vertical and Horizontal Wire Management System - must be available to conceal wires.
- 8.3 Each station will require a data and power beam located just above the worksurface on each side of all workbenches. It will be comprised of 16 receptacles on a single 15 amp circuit, 2 USB power outlets and a cutout for 4 data ports.
- 8.4 Power whips to be provided so that each workstation is equipped with 1 15 amp circuit.
- 8.5 Service poles dedicated to power and data must be integrated into the vertical post portion of each workstation. The service poles are to extend in same size and material 3.5x3.5.

## 9.0 DETAILED REQUIREMENTS – Additional COMPONENTS

- 9.1 Evidence Locker with Faraday Storage: Each Type A workbench shall be supplied with an Evidence Locker that will sit on the worksurface.
- 9.2 Each locker must be 24"w x 36"h x 28"d and be made of min 12 gauge steel structure and mesh metal for full ventilation. ( $\pm$  1 in.).
- 9.3 Each locker shall have 3 grommet holes 3" in diameter and located at the bottom of the cabinet, on each of the sides and at the back of the unit. The grommet holes must be finished with smooth edging in order to protect cables.
- 9.4 Each locker shall have an upper shelf metal shelf with a reuseable Faraday storage bag that is 10"x 7". Faraday storage is used for keeping incoming or outgoing communications from occurring.

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- 9.5 Each locker must be equipped with: door latch stopper, door stopper plates, hasp for lock, no visible screws or access points. (drawings to be included with proposal)
  - 9.6 Bin and Tool Panel with Storage: Each Type A station shall have a metal panel holder that can accommodate 6 bins (to be provided) and tool mounting.
  - 9.7 Privacy Panels: All stations to have top to bottom privacy panels. For the upper portion of the stations, the privacy panels shall be made of fabric. For the lower portion of the stations, the privacy panels will be made of durable laminate.
  - 9.8 Monitor Mounting: Each type of workbench requires monitor arms. Type A workbench must be able to mount 4-27" monitors in a stacked 2x2 position, Type B workbench must mount 2-27" LCD monitors and Type 3 workbenches must hold 3- 27" LCD monitors. The arms must have adjustability for optimal viewing and placement. The arms must have a VESA mounting bracket and be finished in a durable powder coat finish and have slatwall mounting capability.

## 10.0 FINISH REQUIREMENTS

- 10.1 Horizontal Work Surfaces – constructed using a minimum 1 inch particleboard and be finished with High Pressure Laminated (wheat chaff not acceptable) on both sides of the work surface and matching PVC edging.
  - 11.1.1 Laminate finish to be from suppliers standard finishes.
- 10.2 Gloss - The 60 degree specular gloss of work surfaces must not be more than 45 units when tested in accordance with ASTM D 523.
- 10.3 Abrasion Resistance - The loss of finish must not exceed 0.020g per 500 cycles a CS-10 wheel, with a 1000 g load when tested in accordance with ASTM D 4060-01.
- 10.4 Colour Stability - The finish, after exposure, when tested in accordance with ANSI/NEMA LD 3-2005, section 3, must not show a change in colour greater than grey scale 4 contrast by reference to AATCC EP 1.
- 10.5 Other Surfaces - Painted, Non-Wood must be finished in, or be the closest match to, SF-05 Charcoal textured, black or Titanium.
- 10.6 Finish Hardness - The finish must meet the requirements of ASTM D3363, hardness H.

## 11.0 ENVIRONMENTAL REQUIREMENTS

- 11.1 Resource Input
  - 11.1.1 Adhesives used in the manufacture of LAN Rack Furniture and supported components must be free Hazardous Air Pollutants (HAP's).
  - 11.1.2 Metal components must be finished using low VOC content or nontoxic surface coatings.
  - 11.1.3 Steel used in the manufacture of interconnecting panel systems and supported component must contain a minimum of 25% recycled material.

## 12.0 TEST REQUIREMENTS

- 12.1 Age of Tests: Test reports must be not more than five (5) years old at the time of submittal.
- 12.2 Product changes to the construction and/or design. Changes in material and hardware (except drawer suspensions) are acceptable without additional testing provided they continue to meet the same specifications as those used on the unit that was tested. For example, if the manufacturer changed particleboard suppliers but the new particleboard still has the same density and met the same performance requirements as the original product, the unit would not have to be retested. If, however the performance of the new material differs, then testing must be required.
- 12.3 Testing for Horizontal Surface deflection - Load the shelf surface in accordance with BIFMA X5.5 functional distributed load. Measure the vertical height of the surface. Average the eight of the end points and subtract the height of the center. The resultant dimension is the deflection.
- 12.4 All test reports must be produced by an acceptable test facility. An independent testing laboratory and/or a company owned laboratory are acceptable provided that the laboratory has been accredited by a nationally recognized body such as Standards Council of Canada, A2LA (American Association for Laboratory Accreditation) or is listed on the Canadian General Standards Board (CGSB) Laboratory Acceptance Program.

Solicitation No. - N° de l'invitation  
M7594-172039/A  
Client Ref. No. - N° de réf. du client  
M7594-172039

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq978. M7594-172039

Buyer ID - Id de l'acheteur  
pq978  
CCC No./N° CCC - FMS No./N° VME

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**A-1 TYPE A WORKBENCH**

**(attached)**

Solicitation No. - N° de l'invitation  
M7594-172039/A  
Client Ref. No. - N° de réf. du client  
M7594-172039

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File No. - N° du dossier  
pq978. M7594-172039

Buyer ID - Id de l'acheteur  
pq978  
CCC No./N° CCC - FMS No./N° VME

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**A-2 TYPE B WORKBENCH**

**(attached)**

Solicitation No. - N° de l'invitation  
M7594-172039/A  
Client Ref. No. - N° de réf. du client  
M7594-172039

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq978. M7594-172039

Buyer ID - Id de l'acheteur  
pq978  
CCC No./N° CCC - FMS No./N° VME

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**A-3 TYPE C WORKBENCH**

**(attached)**

Solicitation No. - N° de l'invitation  
M7594-172039/A  
Client Ref. No. - N° de réf. du client  
M7594-172039

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq978. M7594-172039

Buyer ID - Id de l'acheteur  
pq978  
CCC No./N° CCC - FMS No./N° VME

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**A-4 PROPOSED LAYOUT PLAN**

**(attached)**

Solicitation No. - N° de l'invitation  
M7594-172039/A  
Client Ref. No. - N° de réf. du client  
M7594-172039

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq978. M7594-172039

Buyer ID - Id de l'acheteur  
pq978  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "B" – Basis of Payment**

The Bidder must submit firm prices (including delivery and installation fees). The total amount of applicable taxes must be shown separately

Item #	Product Description	QTY	Specification	Firm Price	Extended price
001	Type A Workbenches	20	Attached at Annex A	\$ _____	\$ _____
002	Type B Workbenches	10	Attached at Annex A	\$ _____	\$ _____
003	Type C Workbenches	2	Attached at Annex A	\$ _____	\$ _____
<b>Shipping and installation charges</b>				\$	
<b>Evaluated Price:</b> (Evaluated price = (Extended prices of all items 001-002-003 QTY total) + Shipping and installation charges				\$	

**ANNEX “C” – Delivery Schedule**

The following table indicates when furniture is required to be delivered to site and installed for each work station.

Note: exact dates will be made available to successful bidder at time of Contract award. Dates may be subject to change.

Location/Building	Address	Floor	Quantity & Product Description	Estimated Delivery/Installation Time and Dates
Leomont Building	155 McArther Avenue Ottawa, ON K1A 0R4	7 <sup>th</sup> floor	Type A- 20 Work benches as per attached Annex “A”	Time: 8:00 AM Date : December 12, 2016
Leomont Building	155 McArther Avenue Ottawa, ON K1A 0R4	7th floor	Type B- 10 Work benches as per attached Annex “A”	Time:8:00 AM Date : December 12, 2016
Leomont Building	155 McArther Avenue Ottawa, ON K1A 0R4	7th Floor	Type C- 2 Work Benches as per attached Annex “A”	Time: 8:00 AM Date : December 12, 2016

**ANNEX "D" SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat <b>201702039 / M7594-172039</b>
Security Classification / Classification de sécurité Protected A

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**

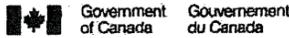
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail Supply and install 32 New high density technical workstations for TCU section on 7th floor of LEMONT bldg		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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"/>
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"/>
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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Protected A





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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:  No  Yes  
Non  Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
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 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 checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux: FAR with escort on on site work requires clearance

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
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?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
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?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
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?  
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?  No  Yes  
Non  Oui

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



Contract Number / Numéro du contrat 201702039	M7594-172039
Security Classification / Classification de sécurité Protected A	

**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / IT Linc / Linc 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).

Solicitation No. - N° de l'invitation  
M7594-172039/A  
Client Ref. No. - N° de réf. du client  
M7594-172039

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pq978. M7594-172039

Buyer ID - Id de l'acheteur  
pq978  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)