



**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

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

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

Title - Sujet Purchase of additional CCTV Cameras	
Solicitation No. - N° de l'invitation 21120-175751/A	Date 2017-02-13
Client Reference No. - N° de référence du client 21120-17-2470628	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-461-72448	
File No. - N° de dossier hn461.21120-175751	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-27	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hallman, Patti	Buyer Id - Id de l'acheteur hn461
Telephone No. - N° de téléphone (819) 420-0339 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA Chlliwack CCC, Pacific BC Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Technical Requirements, the Basis of Payment, Security Requirements, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

The Electronic Attachments include the specifications and standards, the Institutional Access CPIC Clearance Request form, the Design Change Form and any other electronic attachments.

1.2 Summary

- 1.2.1** The Correctional Service of Canada (CSC) has a requirement to install an IP network based, closed circuit television system to provide video surveillance of the internal and external areas at the Chilliwack Community Correctional Centre located near Chilliwack, British Columbia.

Work will have to be accomplished with minimum disruption to the daily operation and security of the centre.

The work includes the supply, installation, testing and configuration of the equipment necessary for a complete CCTV system as described in the Statement of Technical Requirements (STR). Refer to Annex A.

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

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.
- 1.2.3** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."
- 1.2.4** There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to the site.

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.

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: 90 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.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration

provided they are submitted to the Contracting Authority at least fourteen (14) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 site visits to be held on **March 7, 2017 at 2:00pm at the Chilliwack Community Correctional Centre**. Interested Bidders shall meet at the Principal Entrance of the Chilliwack Community Correctional Centre, 45914 Rowat Avenue, Chilliwack, British Columbia V2P 1J3. Bidders will be required to sign an attendance form at each site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

The onus is on the bidders to arrive at the site visit in a timely manner. Bidders arriving late may not be permitted to attend the site visit.

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

It is also a mandatory condition of this requirement that all attendees have a site clearance prior to the site visits. To apply for the site clearance, the Bidders shall complete a CPIC Clearance Request form (preferably in typed format) and submit the duly completed and signed form by each participant, by e-mail to patti.hallman@pwgsc.gc.ca. It is a mandatory condition that the CPIC Clearance Request be submitted for the site visits. It is requested that the CPIC Clearance Requests be received by this office no later than February 19, 2017. Site Clearance Request Forms received after February 19, 2017 may not be accepted. A site clearance obtained for work performed under similar requirements is not acceptable. Bidders are requested to clearly identify the name of the participant, the name of the company they represent, telephone number, facsimile number and e-mail address.

Bidders should submit in writing to the Contracting Authority, a list of issues that they wish to table and the language they would like to address questions and answers, no later than five (5) calendar days prior to the scheduled site visit.

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies and 2 soft copies on CD)
- Section II: Management Bid (3 hard copies and 2 soft copies on CD)
- Section III: Support Bid (3 hard copies and 2 soft copies on CD)
- Section IV: Financial Bid (1 hard copy)
- Section V: Certifications (1 hard copy)
- Section VI: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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

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

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidder to include a Table that addresses on a paragraph by paragraph basis the Statement of Technical Requirements (STR) by indicating the paragraph and page number where the subject topic is addressed and indicating comply, understood, noted or not applicable.
- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

Section II: Management Bid

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

Section III: Support Bid

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

Section IV: Financial Bid

3.1.1 Bidders must submit their financial bid as per the format of Annex B – Basis of Payment in accordance with the following Basis of Pricing. The total amount of Applicable Taxes must be shown separately.

3.1.2 Basis of Pricing

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

3.1.2.1 Design and Equipment

The bidder must submit a firm lot price for the related equipment for the Chilliwack Community Correctional Centre.

3.1.2.2 Installation and Testing Costs

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

3.1.2.3 Testing of Equipment for Emergency Repairs, Delays and Task Authorizations

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

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

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

3.1.2.4 Travel and living expenses

The bidder must indicate if there are travel and living expenses associated with the installation and testing of the equipment (excluding training). Where applicable, the bidder must submit a firm lot price, the estimated number of people and the estimated number of days, and the breakdown of the Firm Lot Price as indicated in Annex B – Basis of Payment item 2.1.

3.1.2.5 On-site training as detailed in the STR, paragraphs 5.1.

The bidder must submit a firm lot price for on-site training session

3.1.2.6 Documentation

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

As-built drawings as detailed in STR, paragraph 5.3

Operator and Maintenance Manuals as detailed in STR, paragraph 5.2

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3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

Section IV: Additional Information

3.1.4. Delivery Offered

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

3.1.5 Contractor Contacts

Name and telephone number of the person responsible for :

General enquiries

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone No.: _____
Facsimile No.: _____
E-mail address: _____

3.1.6 Warranty Repairs

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

Response Time: _____
Name: _____
Telephone No.: _____
Facsimile No.: _____
Email/Internet Address: _____

3.1.6 Emergency Services/Repairs

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

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Name: _____
Telephone No.: _____
Facsimile No.: _____
Email/Internet Address: _____

3.1.7 Lifetime Spares

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

The Bidder must indicate the number of years for the life of the equipment. _____ years.

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, management, support and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

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

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

4.1.1.1 Mandatory Technical Criteria

Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in the Statement of Technical Requirements (STR) at Annex A, as well as related specifications.

Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

- Address, as described, Annex A, Statement of Technical Requirement (STR)
- Bidders must obtain the required minimum points identified at each of the evaluation criteria within the technical, management and support sections.
- The Bidder must be Genetec Security Center trained and certified at Bid closing and submit proof of current certification with bid.
- The Bidder must identify clearly within the proposal the prime and backup for the following roles: project manager, supervisor and technician.

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- The Bidder must obtain the minimum mandatory points required for evaluation criteria 1.1, 1.2.1, 2.1.3, 2.1.4 and 2.1.5

The technical bid should be structured in the same format as the Statement of Work presented at Annex A, through which the bidder will clearly explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

4.1.1.2 Point Rated Technical Criteria

The Technical, Management and Support Bid will be evaluated and rated as per Attachment 1 – Point Rated Evaluation Criteria and Scoring Sheet.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

The following Mandatory factors will be taken into consideration in the evaluation of each bid;

Compliance with Basis of Pricing;

Prices must be submitted for all items listed in the Annex B – Basis of Payment

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](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 Status and Availability of Resources

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

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

Signature

Date

5.1.3 Education and Experience

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

Signature

Date

5.1.4 Compliance Certification Statement

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By submitting a Bid the Bidder certifies that they comply with and understand the Statement of Technical Requirements, Statements of Work, Electronic Engineering, Electronic Engineering Standards, and supporting documents that form part of the Requirement.

Signature

Date

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 specified 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) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed [Annex C Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

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or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Financial Capability

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

2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Requirement

The Contractor shall design, supply, install, test and provide operational and technical training on Closed Circuit Television Cameras at Chilliwack Community Correctional Centre as described in the Statement of Technical Requirement (STR). The Contractor shall provide acceptable documentation for the maintenance of this system.

Refer to Attachment # 1 for Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineer Specifications and Standards. The purpose of the STR document is to define the technical aspects for the Closed Circuit Television Cameras at Chilliwack Community Correctional Centre, The STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

7.1.1 Option to Purchase Contractor Recommended Spare Parts and/or Test Equipment

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

- 1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" form specified in Annex C.
- 2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
- 3. The Contractor must provide the Technical Authority within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- 4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

All task authorizations must be authorized by the Contracting Authority before issuance.

7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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.

7.2.1 General Conditions

2030 (2016-04-04), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4003 (2010-08-16) Licensed Software; and
4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information

apply to and form part of the Contract.

7.2.3 SACC Manual Clauses

B1501C (2006-06-16) Electrical Equipment
A9068C (2010-01-11) Site Regulations
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.3 Security Requirements

7.3.1 Site Clearance

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

7.3.2 Classification of this document is "Not Classified"

1. Nil security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution as/where required, by authorized Correctional Service Canada personnel.
2. Contractor personnel shall submit to a local verification of identify / information, by Correctional Service Canada, prior to admittance to the institution. Correctional Service Canada reserves the right to deny access to the institution, of any Contractor personnel, at any time.

7.4 Term of Contract

7.4.1 Period of the Contract

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

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

7.4.2 Delivery

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

DDP Delivered Duty Paid (Chilliwack, BC) Incoterms 2000 for shipments from a commercial supplier.

7.4.2.1 Inspection and Final Acceptance

- 1) Inspection

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

- 2) Final Acceptance

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

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Patti Hallman
Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
"HN" Division
7B3, Place du Portage, Phase III
11 Laurier Street
Gatineau, QC, K1A 0S5

Telephone: (819) 420-0339
Facsimile: (819) 953-4944
E-mail address: patti.hallman@tpsgc-pwgsc.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.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

will be inserted at contract

(Name of Technical Authority)

(Title)

(Fill in Organization)

(Fill in address)
Telephone: _____
Facsimile: _____
E-mail address: _____

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

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7.5.3 Contractor's Representative

Name and telephone number of the person responsible for :

General enquiries

Name: will be inserted at contract
Telephone No. will be inserted at contract
Facsimile No. will be inserted at contract
E-mail address: will be inserted at contract

Delivery follow-up

Name: will be inserted at contract
Telephone No. will be inserted at contract
Facsimile No. will be inserted at contract
E-mail address: will be inserted at contract

7.5.4 Warranty Repairs

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

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

7.5.5 Emergency Services/Repairs

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

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price for the equipment, installation and testing, travel expenses, on-site training, as-built drawings and manuals as specified in the Contract. Customs duties are included and Applicable Taxes are extra.

The Contractor will be paid firm hourly rates as follows, for work associated with emergency repairs, delays and performed in accordance with the Contract. 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.

Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized Task Authorization.

Canada's liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

Travel for Task Authorized Work

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Estimated cost: \$ *(to be inserted at contract award)*

7.7.2 Limitation of Price

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

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.5 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

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If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit

7.7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

7.8.1 Progress Payment Claim (Including Task Authorization Payments)

The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

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

7.8.2 Schedule of Milestones (*applicable to each site*)

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

1 st Milestone	Design of the System	100% Design	List value – 10%	List Deliverable
2 nd Milestone	Delivery of Equipment	100% Equipment	List value – 10%	List Deliverable
3 rd Milestone	50% of Installation, including travel and living associated with installation	50% Installation, 100% travel and living associated with installation	(50% value of Installation + Travel and Living) – 10%	List Deliverable
4 th Milestone	Installation completion, software integration and testing including travel	50% installation, 100% software integration and testing, 100% travel and living associated with Installation	(50% installation + 100% software integration + 100% testing + Associated travel) – 10%	List deliverable
5 th Milestone	On-site Training and Documentation including travel	100% on-site training 100% Documentation 100% Travel and Living associated with On-site Training	(100% on-site training + 100% documentation + Travel and Living) – 10%	List Deliverable
6 th Milestone	Holdback			List Deliverable

7.8.3 Method of Payment – Emergency Repairs and Delays

7.8.3.1 Single Payment

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

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

7.8.3.2 Travel and Living Expenses – Emergency Repairs, delays and design changes

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

7.9 Certifications

7.9.1 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.

7.10 Applicable Laws

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

7.11 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 supplemental general conditions 4003 and 4006 (2010-08-16)
- (c) the general conditions 2030, General Conditions – Higher Complexity Goods (2016-04-04);
- (d) Annex A, Statement of Technical Requirement;
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ",as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 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.

7.13 Meetings

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

7.14 Contractor's Facilities

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

7.15 Delay by Canada

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

7.16 After Sales Service

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

7.17 Lifetime Spares

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

Life of the equipment: _____ years.

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

7.18 Disclosure of Information

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

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ANNEX "A"

STATEMENT OF REQUIREMENT

See electronic attachment 1

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ANNEX "B"

PRICING SHEET

CLOSED CIRCUIT TELEVISION CAMERAS

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

PART 1 – CONTRACTOR PROPOSED SOLUTION

1. DESIGN OF THE SYSTEM

Firm Lot Price for the design

DESIGN - FIRM LOT PRICE \$ _____

2. DELIVERY OF EQUIPMENT

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

EQUIPMENT - FIRM LOT PRICE \$ _____

3 . INSTALLATION AND ASSOCIATED TRAVEL

3.1 The price must include all costs including travel and living expenses, related to the installation

INSTALLATION - FIRM LOT PRICE \$ _____

TRAVEL COST - FIRM LOT PRICE \$ _____

Breakdown of Travel costs are as follows:

Institution	FIRM LOT PRICE BREAKDOWN	
Estimated Number of Individuals _____	Accommodation	\$ _____
Estimated Number of Days _____	Air Fare	\$ _____
	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

3.2 INSTALLATION (FIRM HOURLY RATES)

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

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

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

4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL

4.1 The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR, 5.5 and 5.11-

SOFTWARE INTEGRATION	FIRM LOT PRICE \$ _____
TESTING COST -	FIRM LOT PRICE \$ _____
TRAVEL COST -	FIRM LOT PRICE \$ _____

Breakdown of Travel costs are as follows:

Institution	FIRM LOT PRICE BREAKDOWN
Estimated Number of Individuals _____	Accommodation \$ _____
Estimated Number of Days _____	Air Fare \$ _____
	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations. The bidder must submit a firm hourly rate for testing of equipment during and outside normal working hours for each labour category required.

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

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_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

5. ON-SITE TRAINING AND DOCUMENTATION

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR paragraphs 5.1 and 5.2.

As-built Drawings Firm Lot Price as per STR, paragraph 5.4.

Operator and Maintenance Manuals Firm Lot Price as per STR, paragraph 5.3.

ON-SITE TRAINING COST **FIRM LOT PRICE** \$ _____

TRAVEL COST **FIRM LOT PRICE** \$ _____

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN	
Estimated Number of Individuals _____	Accommodation	\$ _____
Estimated Number of Days _____	Air Fare	\$ _____
	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals): (identify what they are)	\$ _____

AS-BUILT DRAWINGS **FIRM LOT PRICE** \$ _____

OPERATOR AND MAINTENANCE MANUALS **FIRM LOT PRICE** \$ _____

PART 1 TOTAL BID PRICE \$ _____

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PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT

6. SPARE PARTS AND/OR TEST EQUIPMENT

The bidder should submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder should also submit a firm unit price for each recommended spare parts required.

FIRM LOT PRICE \$_____

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ANNEX C

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

See: <http://publisservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>

Voir: <http://publisservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>

ATTACHMENT 1

POINT RATED EVALUATION CRITERIA

1. Point Rated Technical Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent of the Technical Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Technical Proposal should include, but not be limited to:

Point Rated Technical Proposal Criteria	Pts	Comments
1.1. Understanding of the Technical Requirements (a maximum of 45 points is available) Demonstrate understanding of the technical requirements of the system which must include sufficient detail such as preliminary drawings, diagrams, photographs and sketches showing system architecture, equipment configuration, and technical information / literature/brochure on products offered. The Bidder's Technical Proposal will be specifically reviewed to determine whether the proposed solution meets the requirements defined in the Statement of Technical Requirements (STR) and supporting documents. The Bidder should demonstrate that the requirements as identified in the STR and supporting documents have been met, by clearly describing how these will be achieved.		
(0 points) a) The proposal indicates that the Bidder does not understand the requirements identified in the STR and supporting documents.		
(35 points) a) The proposal indicates that the Bidder understands the main concept of what is required. The Bidder's solution meets the operability, environmental, reliability, maintainability, testing and validation requirements.		
(45 points) a) The proposal clearly indicates that the proposed solution exceeds the requirement in at least 2 instances that are specifically and uniquely identified in the Technical Proposal		
*Minimum mandatory points required: 35		
1.2. Quality Assurance and Acceptance Test Plans Description of the proposed quality assurance procedures/processes and acceptance test plan(s) to ensure quality requirements are met and how the Bidder intends to demonstrate to the Crown that the system functions correctly, both off site (Factory Acceptance Testing) and following on-site installation (Site Acceptance Testing). A detailed list of tests to be performed with pass/fail parameters should be provided. Maximum points are broken down as follows:		

<p>1.2.1. Quality Assurance (a maximum of 15 points is available) How the Bidder intends to ensure quality requirements are met, a description of inspection, testing, and documentation procedures as well as quality metrics.</p>		
<p>(2 points per item) The Bidder will be awarded two points per element for clearly indicating how the proposal will meet each of the elements identified below to a limit of 15 points.</p>		
<p>The following is a list of elements pertaining to quality assurance. The proposal indicates:</p>		
<p>a) That the Bidder has quality assurance procedures and processes;</p>		
<p>b) That the results will be recorded/analyzed and conflicts will be resolved;</p>		
<p>c) When, how and by whom the quality requirements will be reviewed;</p>		
<p>d) How documents and data will be controlled;</p>		
<p>e) Relevant quality control processes for purchases;</p>		
<p>f) How the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met;</p>		
<p>g) How measuring and test equipment is controlled and describes the format and test results to be provided;</p>		
<p>h) How non-conforming products are identified and controlled to prevent misuse until proper disposal.</p>		
<p>*Minimum mandatory points required: 6</p>		
<p>Sub-section Total</p>		
<p>1.2.2.Factory Acceptance Test Plan (a maximum of 10 points is available) How the Bidder intends to demonstrate to the Crown that the system functions correctly off site (Factory Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters should be provided.</p>		
<p>(2 points per item) The Bidder will be awarded two points per item for clearly indicating how the proposal will meet each of the items identified below, to a limit of 10 points.</p>		
<p>The proposal indicates that the Bidder has:</p>		
<p>a) confirmed the requirement for a test plan;</p>		
<p>b) provided a test plan</p>		
<p>c) provided test sheets;</p>		
<p>d) provided test sheets including pass/fail parameters;</p>		
<p>e) provided test sheets, including specific parameters</p>		
<p>Sub-section Total</p>		
<p>1.2.3. Site Acceptance Test Plan(a maximum of 10 points is available) How the Bidder intends to demonstrate to the Crown that the system functions correctly after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters should be provided.</p>		

(2 points per item) The Bidder will be awarded two points per item for clearly indicating how the proposal will meet each of the items identified above in a) through e) to a limit of 10 points.		
The proposal indicates that the Bidder has:		
a) Demonstrated the requirements for testing the system after installation (Site Acceptance Testing);		
b) Provided a test plan		
c) Provided test sheets;		
d) Provided test sheets including pass/fail parameters;		
e) Provided test sheets, including specific parameters		
Sub-Section Total		
1.3. Technical Risk Elements (a maximum of 20 points is available) How the Bidder intends to meet the technical requirements, a description of the technical risks elements detailing how the Bidder intends to mitigate them. The risks identified must be limited to Technical concerns only as non Technical risks are evaluated separately.		
(0 points) The proposal indicates that the Bidder has not identified: a) Technical risk elements, nor b) Technical risk mitigation.		
(10 points) The proposal indicates that the Bidder has identified : a) Technical risk elements, and b) Risk management process, but c) Bidder does not provide a technical risk mitigation plan.		
(15 points) As above, plus the Bidder has provided a) A risk mitigation plan.		
(20 points) The proposal indicates that the Bidder has as above, plus: a) Identified the impact of the technical risks. b) Associated the technical risks with the bidder, supplier, subcontractor, customer, integration, or equipment performance. c) Described mitigation strategies for the identified technical risks. d) Identified decision points for any approaches proposed to mitigate technical risks. e) Proposed approaches to the mitigation of technical risk that support the requirements of the project		
Sub-Section Total		
Total Technical Proposal (maximum 100 points)		

2. Point Rated Project Management Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent for the Project Management Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Project Management Proposal should include, but not be limited to:

Point Rated Project Management Proposal Criteria	Pts	Comments
2.1. Previous Project Management Experience Identification of the Bidder, project manager, project supervisor and technicians. Detailed description of the qualification and previous experience pertaining to similar projects in terms of size, tasks, clients, responsibilities etc. Maximum points are broken down as follows:		
2.1.1.Experience of the Bidder within the last four (4) years. (a maximum of 10 points is available) Similar project(s) that have been successfully completed and have provided them with experience pertaining to the following elements. <ul style="list-style-type: none"> a) Similarity of project in terms of scope and/or clients; b) Dollar value over \$100K; c) Installation; d) Training; e) Drawings; and f) Manuals. The proposal indicates that the Bidder has experience with:		
(0 points) - Three or less of the elements.		
(4 points) - Four of the elements.		
(8 points) - Five of the elements.		
(10 points) - All six elements.		
Sub-Section Total		
2.1.2. Range of experience within the last four (4) years in the design, supply, installation and integration of systems similar to those described in the Statement of Technical Requirements (STR). In instances where these items are not required the points will be adjusted accordingly. (a maximum of 10 points is available) The proposal indicates that the Bidder has stated levels of experience in the design, supply, installation and integration of the systems similar to those described in the STR, as follows:		
(0 points) No stated experience		
(4 points) Stated experience with private industry or Provincial Governments		

(8 points) Stated experience with other Correctional Services or similar organizations		
(10 points) Stated experience with Correctional Service Canada (CSC).		
Sub-Section Total		
<p>2.1.3. Project Manager's (and Primary Back-up) Overall Experience (years, size of project & complexity) and Qualifications. (a maximum of 12 points is available)</p> <p>The proposal should indicate that the designated Project Manager and Primary Back up Project Manager should both have:</p> <ul style="list-style-type: none"> a) The stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR. b) Professional Certification(s) –at least one of PMP, PMI, MBA, P.Eng, or demonstrated equivalent certification. <p>For each resource identified, the following documentation should be provided in the order described below:</p> <ul style="list-style-type: none"> a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities etc. b) A copy of their certification, degree, diploma and /or demonstrated equivalent to demonstrate the criteria. 		
<p>(0 points) – Project Manager & Primary Back-Up Project Manager</p> <ul style="list-style-type: none"> a) One or both lack experience with projects of similar size and complexity, regardless of professional certifications 		
<p>(4 points) – Project Manager & Primary Back-Up</p> <ul style="list-style-type: none"> a) One or both have: <ul style="list-style-type: none"> i. Less than 4 years experience with projects of similar size and complexity; and ii. No professional certifications or demonstrated equivalents 		
<p>(6 points)) – Project Manager & Primary Back-Up</p> <ul style="list-style-type: none"> a) One or both have: <ul style="list-style-type: none"> i. Less than 4 years experience with projects of similar size and complexity; and ii. Professional certifications or demonstrated equivalents 		

<p>(8 points)) – Project Manager & Primary Back-Up</p> <p>a) Both have:</p> <ul style="list-style-type: none"> i. Between 4 and 10 years experience with projects of similar size and complexity; and ii. Professional certifications or demonstrated equivalents 		
<p>(12 points)) – Project Manager & Primary Back-Up</p> <p>a) Both have</p> <ul style="list-style-type: none"> i. Greater than 10 years experience with projects of similar size and complexity; and ii. Professional certifications or demonstrated equivalents 		
<p>*Minimum mandatory points required: 4</p>		
<p>Sub-Section Total</p>		
<p>2.1.4. Supervisor's (and Primary Back-Up Supervisor's) Overall Experience (years, size of project & complexity) and Qualifications. (a maximum of 8 points is available)</p> <p>The proposal should indicate that the designated Supervisor and Primary Back up Supervisor should both have:</p> <p>a) The stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</p> <p>For each resource identified the following documentation must be provided to demonstrate the criteria:</p> <ul style="list-style-type: none"> a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities etc. b) A copy of their certification, degree, diploma and /or demonstrated equivalent. <ul style="list-style-type: none"> i. Technical Diploma(s) in any of the electrical, electro-mechanical, electronics, mechanical, software development, computer programming, network technology or telecommunications field. ii. (Certifications from Manufacturer's courses are not considered as equivalent to a Diploma.) 		
<p>(0 points) – Supervisor & Primary Back-Up</p> <p>a) One or both lack of Supervisory experience with projects of similar size and complexity, regardless of professional certifications</p>		

<p>(4 points) – Supervisor & Primary Back-Up</p> <p>a) One or both have</p> <ul style="list-style-type: none"> i. Less than 4 years Supervisory experience with projects of similar size and complexity; and ii. No professional certifications or demonstrated equivalents 		
<p>(6 points)) – Supervisor & Primary Back-Up</p> <p>a) Both have</p> <ul style="list-style-type: none"> i. At least 4 years Supervisory experience with projects of similar size and complexity; and ii. Technical certifications or demonstrated equivalents 		
<p>(8 points)) – Supervisor & Primary Back-Up</p> <p>a) Both have</p> <ul style="list-style-type: none"> i. Greater than 10 years Supervisory experience with projects of similar size and complexity; and ii. Technical certifications or demonstrated equivalents 		
<p>*Minimum mandatory points required: 4</p>		
<p>Sub-Section Total</p>		
<p>2.1.5. Technicians' Overall Experience (years, size of project & complexity) and Qualifications. (a maximum of 8 points is available)</p> <p>The proposal should indicate that the designated Technician and Primary Back up Technician should both have:</p> <p>a) The stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</p> <p>For each resource identified the following documentation must be provided to demonstrate the criteria:</p> <ul style="list-style-type: none"> a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities etc. b) A copy of their certification, degree, diploma and /or demonstrated equivalent. <ul style="list-style-type: none"> i. Technical Diploma(s) in any of the electrical, electro-mechanical, electronics, mechanical, software development, computer programming, ii. (Certifications from Manufacturer's courses are not considered as equivalent to a Diploma.) 		

(0 points) – Technician & Primary Back-Up a) One or both lack experience with projects of similar size and complexity, regardless of technical certifications		
(4 points) – Technician & Primary Back-Up a) One or both have i. Less than 4 years experience with projects of similar size and complexity; and ii. No Technical certifications or demonstrated equivalents		
(6 points)) – Technician & Primary Back-Up a) One or both have i. At least 4 years experience with projects of similar size and complexity; and ii. Technical certifications or demonstrated equivalents		
(8 points)) – Technician & Primary Back-Up a) Both have i. Greater than 10 years experience with projects of similar size and complexity; and ii. Technical certifications or demonstrated equivalents		
*Minimum mandatory points required: 4		
Sub-Section Total		
2.2. Project Management Structure and Procedures Project management structure and procedures describing the implementation of this project. Maximum points are broken down as follows:		
2.2.1. Project Management Organization and Responsibilities. (a maximum of 10 points is available) This refers only to management personnel and the way that the Bidder plans to organize the project team for this contract.		
(0 points) The proposal indicates that the Bidder has: a) No project management organization in place. b) No plans identified to designate a separate project management team.		
(4 points) The proposal indicates that the Bidder has: a) No project management organization in place. b) A well-developed plan in place to set up a team of trained personnel.		
(8 points) The proposal indicates that the Bidder has: a) A project management organization/structure defined with 'matrix' personnel resources that can be made available to this project. b) Personnel are identified for the positions of Project Manager, the Project Supervisor, Technicians and Electricians.		

(10 points) The proposal indicates that the Bidder has: a) As above, plus. b) A well defined Project Management structure. c) Identified the Personnel that will be executing specific tasks. d) Clearly defined the responsibilities of these Personnel.		
Sub-Section Total		
2.2.2. Project Management Procedures. (a maximum of 12 points is available) This criterion will rate the systems used by the Bidders to implement their project management approach.		
(0 points) a) The proposal indicates that Project Management (PM) implementation is not addressed.		
(4 points) a) The proposal indicates that PM implementation is addressed but the Bidder has not provided sufficient details to demonstrate that a fully functional PM system is in place.		
(8 points) a) The proposal indicates that PM implementation is addressed but the Bidder has not provided sufficient details to demonstrate that a fully functional PM system is in place.		
(12 points) - As above plus: a) Project management based on employment of Program Evaluation Review Technique (PERT) or Critical Path Method (CPM). b) Work breakdown structure is linked to project management. c) The PM system closely tracks status and progress of tasks.		
Sub-Section Total		
2.3. Schedule, Milestones and Project Management Tools A project schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are should be provided. Availability and usage of a Project Management specific tool and the capability and implementation of supporting a secure customer facing portal that provides real time access to project specific information, including schedules and all customer facing project drawings and documents. Maximum points are broken down as follows:		

<p>2.3.1. Schedule/Milestones (a maximum of 10 points is available)</p> <p>A project schedule/schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are including tools for addressing project slippage.</p> <ul style="list-style-type: none"> a) Major milestones are identified. b) Logical sequence is proposed. c) Contingency time identified. d) Time estimates are realistic. 		
<p>(0 points)</p> <ul style="list-style-type: none"> a) The proposal schedule only addresses 1 of the 4 areas identified above. 		
<p>(5 points)</p> <ul style="list-style-type: none"> a) The proposal schedule only addresses 2 of the 4 areas identified above. 		
<p>(8 points)</p> <ul style="list-style-type: none"> a) The proposal schedule addresses all of the 4 areas identified above. 		
<p>(10 points)</p> <ul style="list-style-type: none"> a) The proposal schedule addresses all of the 4 areas identified above, and: b) The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. 		
Sub-Section Total		
<p>2.3.2. Project Management Tools. (a maximum of 10 points is available)</p> <p>These criteria will rate the Bidder on their availability and usage of a Project Management (PM) specific tool and capability of supporting a secure customer facing portal provides real time access to project specific information, including schedules and all customer facing project drawings and documents..</p>		
<p>(0 points)</p> <ul style="list-style-type: none"> a) The proposal indicates that the Bidder has not identified the PM specific software. 		
<p>(8 points)</p> <ul style="list-style-type: none"> a) The proposal indicates that the Bidder has identified the specialized PM software but does not support a secure customer facing portal that provides real time access to project specific information. 		
<p>(10 points)</p> <ul style="list-style-type: none"> a) The proposal indicates that the Bidder has identified the specialized PM software and supports a secure customer facing portal that provides real time access to project specific information including schedules, reports and meeting minutes. 		
Sub-Section Total		

<p>2.3.3. Project Risks Elements (a maximum of 10 points is available)</p> <p>A description of the project risks, excluding all <u>technical</u> risks previously identified, related to the proposed approach and processes for managing all project risk elements (such as resources, cost, schedule and all external elements) of the project detailing how well the Bidder understands the project risks and how they propose to mitigate them.</p>		
<p>(0 points)</p> <p>The proposal indicates that the Bidder has <u>not</u> clearly identified any:</p> <ul style="list-style-type: none"> a) Non-technical risks associated with the project; and b) Non-technical risk mitigation plan. 		
<p>(4 points)</p> <p>The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> a) The non-technical risks associated with the project, including impacts: <ul style="list-style-type: none"> i. Management ii. Schedule iii. Scope changes iv. Cost overruns v. Cash flow; and vi. Resource issues b) Their non-technical risk management process c) That the Bidder has <u>not</u> provided a non-technical risk mitigation plan. 		
<p>(8 points)</p> <p>The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> a) As above, plus b) Their non-technical risk mitigation plan. 		
<p>(10 points)</p> <p>The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> a) As above, plus b) The identified risks are appropriately associated with the Bidder, Subcontractor, Customer, Integration, or Equipment Performance. c) That the proposed non-technical mitigation approaches are closely aligned with the requirements of the project. d) The decision points are identified and aligned with the proposed risk mitigation approaches. 		
<p>Sub-Section Totals</p>		
<p>Total Project Management Proposal (maximum 100 points)</p>		

3. Point Rated Support Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent for the Support Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The Support Proposal should include, but not be limited to:

Point Rated Support Proposal Criteria		Points
3.1. Operator Training Plan Outline, Training and Manuals An understanding of the Operator Training requirements. Description of the proposed training plan, approach, team and information to meet the Operator training requirements. Maximum points are broken down as follows:		
4.1.1.Operator training plan outline. (a maximum of 15 points is available)		
(0 points) a) The proposal indicates that the operator training plan outline does not meet the requirements.		
(12 points) a) The proposal indicates that the operator training plan outline meets the requirements.		
(15 points) The proposal indicates that the operator training plan outline: a) Meets the requirements, and b) Exceeds the requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them, in the Bidder's proposal.		
Sub-Section Total		
4.1.2.Operator Training approach, methodology and team. (a maximum of 15 points is available)		
(0 points) a) That the proposal does not meet training requirements		
(12 points) a) The proposal meets the training requirements and the training team is identified, b) The training approach meets the requirements		

(15 points) a) As above, and, b) The proposal exceeds the training requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them		
Sub-Section Total		
4.1.3.Operator Manuals. (a maximum of 15 points is available)		
(0 points) a) The proposal indicates that the documented information does not meet the requirements,		
(12 points) a) The proposal indicates that the documented information meets the requirements,		
(15 points) a) As above, and, b) The proposal indicates that the information provided exceeds requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them		
Sub-Section Total		
3.2. Maintenance Personnel Training Outline, Training and Manuals An understanding of the Maintenance Training requirements. Description of the proposed training plan, approach, team and information to meet the Maintenance training requirements. Maximum points are broken down as follows:		
4.2.1.Maintenance Training Plan Outline. (a maximum of 15 points is available)		
(0 points) a) That the proposal does not meet the maintenance training requirements.		
(12 points) a) The proposal meets the maintenance training requirements and the training team is identified, b) The training approach meets the requirements		

(15 points) a) As above, and, b) The proposal exceeds the maintenance training requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them		
Sub-Section Total		
4.2.2.Maintenance Training Approach, Methodology and Team. (a maximum of 15 points is available)		
(0 points) a) That the proposal does not meet training requirements		
(12 points) a) The proposal meets the training requirements and the training team is identified, b) The training approach meets the requirements		
(15 points) a) As above, and, b) The proposal exceeds the training requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them		
Sub-Section Total		
4.2.3.Maintenance Manuals (a maximum of 15 points is available)		
(0 points) a) The proposal indicates that the documented information does not meet the requirements,		
(12 points) a) The proposal indicates that the documented information meets the requirements,		
(15 points) a) As above, and, b) The proposal indicates that the information provided exceeds requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them		
Sub-Section Total		

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CCC No./N° CCC - FMS No./N° VME

3.1. Spare Plan and Spare Parts List (a maximum of 10 points is available)		
(0 points) The proposal indicates that the spares plan and spare parts list does not meet the requirements,		
(12 points) The proposal indicates that the spares plan and spare parts list meets the requirements,		
(15 points) a) As above, and, b) The proposal indicates that the information provided exceeds requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them		
Sub-Section Total		
Total Support Proposal		

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

Issue 1
October 20, 2016

**STATEMENT
OF
TECHNICAL REQUIREMENTS
INSTALLATION**

of

CLOSED CIRCUIT TELEVISION CAMERAS

at

Chilliwack Community Correctional Centre

AUTHORITY

This Statement of Technical Requirements is approved by the Correctional Service of Canada for the installation of CCTV cameras at Chilliwack Community Correctional Centre.

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Final

ABBREVIATIONS

The following abbreviations are used in this specification:

ATP	Acceptance Test Plan
CCTV	Closed Circuit Television
CPU	Central Processing Unit
CSC	Correctional Service Canada
DA	Design Authority
FOV	Field Of View
IP	Internet Protocol
NVR	Network Video Recorder
NVUS	Network Video User Station
PoE	Power over Ethernet
RTEO	Regional Telecommunications and Electronics Officer
REPO	Regional Electronics Project Officer
CESM	Chief of Electronics and Security Maintenance
STR	Statement of Technical Requirements
UPS	Uninterruptible Power Supply

DEFINITIONS

The following definitions are used throughout this specification:

Design Authority: Director, Engineering Services, Correctional Service Canada (CSC)

Contract Authority: Public Works & Government Services Canada

Contractor: The Company selected as the successful bidder on the contract.

Final

1.0 INTRODUCTION

1.1 General

CSC has a requirement to install an IP network based, closed circuit television (CCTV) system to provide video surveillance of the internal and external areas at the Chilliwack CCC building.

This Statement of Technical Requirements (STR) will cover the technical requirements for the required work, which will have to be accomplished with minimum disruption to the daily operation and security of the facility.

1.2 Scope

The contractor shall, supply, install, test and configure the equipment necessary for a complete CCTV system, as described in this STR. The contractor shall provide acceptable documentation (four copies) for the operation and maintenance of this equipment as well as updated as-built drawings. The contractor shall also provide training to site staff so that they can successfully operate and maintain the newly installed equipment.

1.3 Requirement

The purpose of this STR is to define the technical requirements for the installation of new equipment.

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

The primary purposes of the CCTV system are to provide video surveillance of the internal and external areas at the facility and to record the video for review and archiving.

2.0 APPLICABLE DOCUMENTS

2.1 Applicability

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

2.2 Applicable Standards and Specifications

- a. ES/SOW-0101 Electronics Engineering Statement of Work, Procurement and Installation of Electronic Security Systems
- b. ES/SOW-0102 Electronics Engineering Statement of Work, Quality Control for Procurement and Installation of Electronic Security Systems
- c. ES/SOW-0110 Electronics Engineering Statement of Work, Structured Cable Systems For Electronic Security Systems
- d. ES/SPEC-0006 Electronics Engineering Specification, Conduit, Space and Power Requirements for Security Systems for use in Federal Correctional Institutions
- e. ES/STD-0227 Electronics Engineering Standard, LCD Colour Computer Monitor, Closed Circuit Television
- f. ES/STD-0228 Electronics Engineering Standard, Network Video User Station, Closed Circuit Television
- g. ES/STD-0229 Electronics Engineering Standard, Network Video Recorder, Closed Circuit Television
- h. ES/STD-0232 Electronics Engineering Standard, Outdoor Network Colour Dome, Closed Circuit Television Camera

2.3 Language

The language for this project is English; all display and control information shall be in English. The operator manuals shall be provided in English. As-built drawings shall be provided in English. Training and documentation shall be provided in English as per Paragraphs 5.1 through 5.4.

3.0 OPERATIONAL CRITERIA

3.1 General

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

4.0 TECHNICAL REQUIREMENTS

4.1 System Installation

The contractor shall provide, install and test a complete Video Management System. The Video management system shall consist of:

- **Seven (8)** external vandal proof 3 MP dome cameras with:
 - necessary factory mounting hardware for desired mounting locations
- One (1) 360 degree ceiling mount internal camera
- Software and licensing for all equipment supplied under this contract
- Two (2) NVUSs complete with two (2) monitors and mounting hardware
- One (1) network video recorder complete with a rack mount KVM
- One (1) 24 Port POE rack mount injector
- One (1) 24 Port Layer 3 switch(model to be confirmed with Technical Project Authority prior to bid submission)
- One (1) equipment mount rack
- One (1) UPS which will allow the head-end to run one hour

The video from all of the cameras shall be connected to and recorded by the network video recorder capable of recording all installed cameras 24 hours per day, for 30 days at 30 fps per stream, at a resolution of 1080p, set up in a RAID 5 configuration. The factory configured VMS Server shall contain enterprise hard drives and come with one (1) spare hard drive, identical in size, brand and type. Other recording redundancy and failover capabilities are not required. All required licences shall be provided by the contractor and the contractor. Acceptable VMS is Genetec Security Center. The contractor **must be** Genetec Security Center trained and certified at the time of tender and submit proof of current certification with bid package. Unqualified bids will not be reviewed or accepted.

4.2 Camera Fields of View

The required Fields of View (FOV) are provided in general terms in Appendix B. They will be covered in depth during the mandatory site visit, to be scheduled at a later date.

4.3 Cameras and Lenses

The contractor shall supply and install nine (09) IP cameras at the locations in Appendix B. All cameras supplied shall be identified as 'Genetec Certified' on the VMS hardware list. All of the internal cameras shall be colour cameras and all external cameras shall have built-in illuminators and be multi mode black/white and colour that switch automatically in low light conditions. All cameras shall be capable of simultaneous H.264 and MJPEG streams over IP with a minimum resolution (h x w) of 2,073,600 pixels, have remote focusing capability and be PoE or PoE+ powered. All cameras shall have weather-proof to IP66 or better and vandal-resistant castings and dome to IK10 or better.

The environmental, power, mechanical and technical requirements for the fixed cameras are specified in ES/STD-0221. **The lenses must be of the same manufacturer as the cameras, or approved by the camera manufacturer. Unproven third party lenses are not acceptable.** Vari-focal and fixed lens shall be selected and installed as required to provide the required FOV.

4.4 Monitors

The contractor shall supply and install two (2) monitors at each of the two (2) NVUS locations. The monitors shall meet the environmental, power, mechanical and technical requirements as specified in ES/STD-0227. The monitors shall be 17", LCD type, complete with mounting swing arm brackets. VESA standard monitor mounts and hardware shall be supplied and installed with each monitor. The mounts shall be designed and the monitor make and model selected so that the monitor is firmly secured to the mount and the mount firmly secured to the mounting surface. The mounts shall be designed and the monitor make and model selected so that the monitor can be tipped forward to the proper ergonomic viewing angle.

4.5 Network Video User Stations

One NVUS will be installed in room 115 and one NVUS will be installed in room 208 for a total of two NVUS stations. The NVUSs shall be capable of having full camera selection, full screen/quad view selection. All of these functions shall be accomplished with the use of a mouse.

4.6 Video Recording

The contractor shall supply and install one (1) Network Video Recorder (NVR) required to provide 720 hours (minimum) storage of the video from the nine (9) new cameras based on H.264, thirty (30) frames per second at 1920 x 1080 pixels or better. The NVR shall include a DVD writer and USB ports to allow copying selected video sequences to DVD for evidentiary use and distribution. The NVR shall meet the environmental, power, mechanical and technical requirements as specified in ES/STD-0229.

4.7 Uninterruptible Power Supplies

The contractor shall provide and install UPS in sufficient capacity and quantity to provide a minimum of one (1) hour emergency backup power to all new rack mounted equipment. The UPS shall be installed in a wall mount cabinet. The cabinet location TBD during bidder's meeting.

4.8 Electronic Equipment Cabinets

The contractor shall provide one (1) cabinet necessary to house all of the new equipment. The cabinet shall be supplied and fitted as follows.

Front and rear door locks, keyed alike.

Front doors to be vented, rear doors to include thermostatically controlled fans

Rack mounted cable management with adjustable side rails for mounting equipment

EIA standard 19" width

One rack unit (1 3/4") minimum vertical space between heat producing equipment:

Power bars connected to UPS with receptacles to power all of the equipment supplied

All power bars connected by twist-lock plugs to dedicated circuits

Power bars installed in cabinet must be of the type designed specifically the cabinet

Power bars must be of the same manufacturer as the cabinet and display voltage

EMT and flexible conduit connected to the cabinets through knockouts on top of the cabinet

No openings left in tops of cabinet

No zip ties/zap straps, all cable to be fastened where required using velcro straps

4.9 Cables and Conduit

The contractor shall install Cat 6 cable in the walls and avoid, as much as possible, the use of conduit in common accessible areas. The contractor shall utilize existing pipe chases, existing conduit in the walls, etc. In areas where this is not possible conduit must be installed. All newly installed conduits carrying video for this project shall be identified, except in common accessible areas, by prominent labels with **BRIGHT GREEN** wording 'CCTV'. These labels shall be located at each end of the conduit run, on both sides of any penetration of a wall, and at 3.5 metre points along its length.

Conduits must not be overfilled; the latest issue of TIA-569 (Commercial Building Standard for Telecommunications Pathways and Spaces) will apply.

All data cables and data jumper cables (minimum 23 gauge), jacks and connector boots installed as part of this project, whether CAT 6 or fibre optic shall be **BRIGHT GREEN** in colour. All cables shall be FT4 rated unless in a space requiring FT6.

All patch cables are to be stranded cable with factory terminated/molded RJ45 connectors. Patch cables are to be tested prior to installation and labelled once installed.

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

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

In locations subject to extreme temperature changes, and/or where conduit lengths are of non-standard size, the contractor shall make provisions for the inclusion of conduit expansion joints.

Outdoor conduit shall not be damaged by combinations of direct exposure to the sun, wind, rain, lightning, hail, snow and ice as may be expected to occur at each institution location.

Liquid-tight flexible metal conduits may be used where a flexible connection is required, i.e., cameras, microwave dishes, etc. In such applications, the length of "flex" conduit shall not exceed one (1) meter.

In addition to these requirements, the latest issue of applicable industrial standards applies, including;

- a. CSA Standard C22.2 - Rigid Metal Conduit
- b. CSA Standard C22.2 - Flexible Metal Conduit

4.10 Equipment Mounting

Cable ties shall not be used to mount equipment or hardware or to fasten cabling. Equipment shall be mounted in cabinets, and all cables shall be fastened in racks with cable management and velcro.

4.11 AC Circuits

The contractor shall supply and install sufficient 120 VAC circuits to power all of the new equipment, if required. Existing circuit sufficiency to be verified by contractor at site. If sufficient circuits are not available, the contractor shall supply and install AC receptacles to accommodate all of the new equipment installed under this project, unless approved by the site authority.

All receptacles shall be labeled on the receptacle cover. The labels shall include the system identifier, panel number and the breaker number. All circuit breakers shall be identified on the breaker panel identification sheet with the same designation as the labels on the receptacles and the boxes.

The contractor shall co-ordinate any down time of electrical power circuits with the site authority. The contractor shall follow all lock-out safety procedures.

The complete installation shall be done in accordance with the latest edition of CSA C22.1, Canadian Electrical Code Part 1 and ULC Standard ULC-S524-90. All electrical work must be carried out by a qualified electrician. All electrical equipment must be CSA approved.

4.12 Patch & Paint

The contractor shall patch and re-paint walls to match the existing walls where the walls have been damaged by work included in this project

5.0 ADDITIONAL REQUIREMENTS

5.1 Operator Training

The contractor shall prepare and present a two-hour operator training session to individuals responsible for the operation of the equipment, in accordance with the specification ES/SOW-0101 Statement of Work. The course shall concentrate on the features and proper operation of the installed system.

5.2 Manuals

The contractor shall provide the operator manuals in accordance with the specification ES/SOW-0101 Statement of Work. The contractor shall provide four (4) paper copies and one (1) electronic copy of the operator manual in English to the REPO.

5.3 As-Built Drawings

The contractor shall provide copies of the as-built drawings. Copies shall include all of the information found on the existing drawings and all of the information from this project. The contractor shall provide electronic and paper copies as-built drawings of the site installation in AutoCAD format and in accordance with specification ES/SOW Statement of Work. The contractor shall provide a digital copy of the as-built drawings to the REPO as well as two (2) paper copies. MS Visio or Adobe pdf format is not acceptable

5.4 Testing

5.4.1 The contractor shall provide a detailed ATP to the REPO or CESM, or his designated representative, by fax or email, for approval at least two (2) weeks prior to the start of installation of the CCTV equipment and system.

5.4.2 The contractor shall complete one hundred percent of the tests outlined in the ATP prior to the ATP testing being carried out by the REPO.

5.4.3 The contractor shall provide a fully completed and signed copy of the ATP to the DA, or his designated representative, by fax or email, at least two (2) working days prior to the start of the final ATP testing. This copy of the ATP shall include all of the results of the tests carried out in Section 5.6.2.

5.4.4 In the case where subcontractors have been used, the contractor shall provide written confirmation that the work of their subcontractor has been inspected and verified. This verification shall be sent to the DA or his designated representative, by fax or email, at least two (2) days prior to the start of the ATP.

5.4.5 Testing may be carried out by the DA, a designated representative or a third party contractor.

5.4.6 The DA may repeat all of the ATP tests done by the contractor or a percentage of them. If there is an unacceptable level of failed tests during the ATP testing by the DA; the ATP testing will be halted until the contractor has corrected these failures.

5.4.7 If the DA during the ATP testing finds a minor deficiency that does not affect the operational effectiveness of the CCTV equipment or system, the ATP testing may continue. Any minor deficiency should be rectified within 30 days; an extension may be approved by the DA. If a major deficiency is found during the ATP testing that does affect the operational effectiveness of the CCTV equipment or system; the testing must cease until the deficiency has been corrected.

5.4.8 ATP testing must be done during normal working hours, 08:00 to 16:00, Monday to Friday. ATP testing at other times will only be done in an emergency situation.

5.4.9 The DA or designated representative will sign-off on the ATP, upon the successful conclusion of the testing. Any minor deficiencies noted during the testing will be indicated on the ATP form. This signature indicates the Conditional Acceptance of the system.

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

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

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

5.5 Operational Down-Time

Equipment and systems operational down time shall be kept to a minimum. All down time will be coordinated with the site authority.

5.6 Institutional Operations

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

5.7 Facility Address 45914 Rowart Avenue Chilliwack Community Correctional Centre Chilliwack, BC

5.8 Responsibility

The contractor is responsible for providing a fully functional stand-alone system

5.9 Security

Security cleared personnel only on site, must sign in and out daily, including tool lists, and wear hi-vis vests and identification when on site.

5.10 Safety

The Contractor must comply with the document titled "Safety Regulations for Security Electronics Contractors Working at CSC Institutions" (APPENDIX A)

5.11 Drawings

Site plan floor plan drawings of have been provided as a guide only. Correctional Service Canada will not be responsible for any errors or omissions in the drawings. It is the contractor's responsibility to take all of the measurements required to prepare his bid and to carry out the work.

5.12 Communication Responsibility

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

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

APPENDIX A

SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS WORKING AT CSC INSTITUTIONS

1. Acts and Regulations

- a. The contractor must, at all times, be in full compliance with the latest issue of the following Acts and Regulations:
 - 1. The Occupational Health and Safety Act of the province where the work is being carried out,
 - 2. The Canada Labour Code Part II,
 - 3. The National Building Code Part VIII,
 - 4. Worksafe regulations of the province where the work is being carried out,
 - 5. Safety regulations and procedures prepared by the Institution where the work is being carried out,
 - 6. All other safety regulations in effect at the work site.
- b. In the event of conflict between any provisions of the above authorities the most stringent shall apply.

2. Safety Plan

- a. The contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan shall include a hazard assessment, controls, an emergency plan and a communications strategy.
- b. The contractor shall complete a hazard assessment. All critical tasks and the associated hazards shall be identified and once hazards are identified, controls shall be put in place to minimize the risks. The controls shall include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
- c. An emergency plan shall be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan shall outline the emergency procedures to be taken in the event of an accident and shall include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following: Ambulance, Fire Department, Police Department, Institutional/Site Safety Officer.
- d. A communications strategy shall be put in place that will ensure that information concerning hazards, controls and the emergency plan is communicated to all of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.
- e. The Safety Plan shall address and confirm to the Acts and Regulations identified in Paragraph 1.a. above.
- f. The submission of the Safety Plan to Correctional Service Canada shall not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

APPENDIX B

List of Cameras to be installedSite: Chilliwack Community Correctional Centre

<u>Camera</u>	<u>Location</u>	<u>Camera Type</u>	<u>FOV</u>	<u>Enclosure Type</u>
<u>Outdoor – weather proof, self-illuminated, vandal proof, heated enclosures</u>				
C1	Entrance	Dome	Front Entrance	Wall Mount
C2	Entrance	Dome	Front Entrance	Wall Mount
C3	N Wall	Dome	North Side Entrance	Soffit Mount
C4	E. Wing Wall	Dome	East Side Exits	Wall Mount
C5	South Side	Dome	South Side	Soffit Mount
C6	West Side Wall	Dome	West Exits	Wall Mount
C7	Waiting Area	360	Waiting Area	Ceiling Mount
C8	Inmate Wicket	Dome	Inmate Wicket	Wall Mount
C9	SPARE	Dome	NIB LAN Room 127	

List of NVUS to be provided – Drawing ‘Indoor Camera Locations’

<u>Machine Type</u>	<u>Location</u>	<u># of Monitors Required</u>	<u>Type of Monitor Mount</u>
NVUS 1	Room 116	2	Wall-mount
NVUS 2	Room 103	2	Wall-mount
Server/Appliance	Lan Room 127	1 – Slide out KVM	Rack Mount

Drawing List**Chilliwack Community Correctional centre**

1. Camera Locations



**INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CIPC**

PUT AWAY ON FILE – CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL
► Original = 3170-12

► PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement	Request received Demande reçue le	Date (YYAA-MM-DJ)	PUT AWAY ON FILE CLASSER AU DOSSIER ► 3170-12
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A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

Surname Nom de famille	Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) Nom de jeune fille (s'il y a lieu)
Date of birth Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance City/Town – Ville ou municipalité	Province/State – Province ou état
		Country – Pays

B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color Couleur des cheveux
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C. ADDRESS – ADRESSE

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code - Code postal	Telephone number – Numéro de téléphone Home – Domicile	Work – Bureau
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Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
2. Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
4. Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur

Date (YYAA-MM-DJ)

F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) Unité qui soumet la demande (en lettres moulées s.v.p.)	Signature of Division Head Signature du chef de la division	Date (YYAA-MM-DJ)
<input type="checkbox"/> No criminal record Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: Numéro du casier judiciaire	Last entry: Dernière entrée :
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :		

SIGNATURES

<input type="checkbox"/> Approved Approuvée	<input type="checkbox"/> Not approved Non approuvée	The individual has been advised. – Le demandeur a été informé de la décision.	
Security Intelligence Officer Agent de renseignements de sécurité	Date (YYAA-MM-DJ)	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
	Institutional Head Directeur de l'établissement	Date (YYAA-MM-DJ)	By: Par :
		Visit Review Board Comité des visites	Date (YYAA-MM-DJ)