



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

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
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Card Access Control System	
Solicitation No. - N° de l'invitation 31970-180986/A	Date 2017-11-17
Client Reference No. - N° de référence du client 31970-180986	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-034-11233	
File No. - N° de dossier EDM-7-40119 (034)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-02	Time Zone Fuseau horaire Mountain Standard Time MST
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: Nigam, Nidhi	Buyer Id - Id de l'acheteur edm034
Telephone No. - N° de téléphone (780) 497-3643 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Here-in	

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 Statement of Work

The statement of work is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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) (<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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.2.1 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at National Institute of Nanotechnology (NINT), 11421 Saskatchewan Drive, Edmonton, AB on **Tuesday, December 5th, 2017 at 10:00 am MDT**.

Bidders must communicate with the Contracting Authority no later than **Friday, December 1st, 2017** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 Alberta.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

- (a) Ability to meet the full scope of the work as outlined in Annex “A” – Statement of Work.
- (b) Ability to meet each Minimum Mandatory Performance Specifications as outlined in Annex “B” - Minimum Mandatory Performance Specifications.

4.1.1.2 Point Rated Technical Criteria

Only bids that meet the Minimum Mandatory Performance Specifications as outlined in Annex “B”, will be subject to Point Rating as applicable. Point Rated Evaluation criteria will be used to assess various elements of the technical bid as outlined in Annex “C”.

4.1.2 Financial Evaluation

The total assessed bid price quoted in Annex “D” - Basis of Payment will be determined by multiplying the firm unit price/ firm lot price for each line item by the quantity. The extended totals for all items, will be aggregated to reach the total assessed bid price.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and

- c. obtain the required minimum of 12 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 20 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
Calculations Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84	75.56	80.89
Overall Rating			

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the statement of work as outlined in Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of contract will be _____ to _____. **[Inserted at contract award]**

6.4.2 Delivery Date

The Contractor must make the complete delivery within three (3) weeks from the effective date of the Contract.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

Name: Nidhi Nigam
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: 5th Floor, ATB Place North Tower
Telephone: 780-497-3643
Facsimile: 780-497-3510
E-mail address: nidhi.nigam@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: **[inserted at contract award]**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative [to be completed by the bidder]

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment – Firm Unit Price/Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s)/firm lot price(s) as specified in Annex "D", for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of price.

6.6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment.

6.6.4 SACC Manual Clauses

SACC Manual clause C2000C (2007-11-30) Taxes - Foreign-based Contractor (if applicable).

6.6.5 Electronic Payment of Invoices – Contract

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

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

6.7 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (c) Annex ``A``, Statement of work;
- (d) Annex ``D``, Basis of Payment;
- (e) the Contractor's bid dated _____ *(insert date of bid)*.

6.11 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
B6802C (2007-11-30), Government Property
B7500C (2006-06-16), Excess Goods
C5201C (2008-05-12), Prepaid Transportation Costs
G1005C (2016-01-28), Insurance – No Specific Requirement

ANNEX "A" – Statement of work

Public Services and Procurement Canada on behalf of National Research Council Canada (NRC) in Edmonton, Alberta has a requirement for an upgrade to an existing Card Access and Alarm System (CAAS) at the following location:

National Institute of Nanotechnology (NINT)
11421 Saskatchewan Drive
Edmonton, Alberta

This location is equipped with an existing CAAS system, however it requires new hardware, software, new card readers and other upgrades.

Scope of Work

The system is made up of three components:

- (1) The card reader hardware which is to be installed at access points in the building. Card reader hardware includes the following:
 - a. Security access card readers (must be compatible with the system already in place).
 - b. Access control units
 - c. Remote reader modules
- (2) The software application which is used to monitor and manage the system.
- (3) Server and monitoring station equipment.

NINT requires all components to be supplied and installed.

Software application includes commercial off the shelf (COTS) software and licensing as well as the hardware required as defined in the technical requirements. System is to be monitored from the guard station using a dual monitor and workstation. Application server to be installed in a rack in the main telecom room with a pull out keyboard and mouse tray. Separate UPS to be supplied for both guard station and main telecom room. NINT requires installation, configuration and testing of the system at the Edmonton location. Training to be provided to the commissionaires in the use and administration of the management software by the supplier. Installation to take place during regular business hours (8am – 5pm local time).

New hardware (CAAS) is to utilize the existing wiring and architecture where possible as well as all door contacts, Rex's, RIMS and strikes/maglocks/electric Rim's. One year warranty required on all installed equipment.

Building floor plans (reference Appendix F) are provided as equipment layout information only for bidders. Bidders will also have the opportunity to attend a pre-scheduled site tour prior to bid submission.

Bidders who meet the minimum mandatory performance specifications (reference Annex B) will be required to provide a usability demonstration of the system software by way of a videoconference or webinar to demonstrate compliance with minimum point rated requirement (reference Annex C).

Out of Scope

- No need to monitor gas leaks, level 2 or 3 alarms
- Portal wiring in place for portal devices
- Current CAAS wiring architecture in place (RS485/232)
- Current conduit Architecture remains the same
- Portal devices i.e. Door contacts, Rex's, RIMS and strikes/maglocks/electric Rim's are in place

- Supply of HID iClass Prox Cards 2122 series.

Current Environment

Equipment

- 1x Security station PC at the Commissionaire post main lobby connected to the main CAAS server (rackmount) in the main IT room 1st floor. **(Appendix G)**
- 164x single card reader portals (as per floor plans-**Appendix G**)
 - Mostly with electric RIM devices
 - Some HES electric strikes
- 1x double card reader portal (at ship/receiving from main hall) **(Appendix G)**
 - c/w M.L. & electric Rim release tied to the F/A
- 1x Elevator cab card reader (S/W service elevator only) **(Appendix G)**
- 1x exterior card reader (S/W outdoor bicycle storage cage) **(Appendix G)**
- Current system operates on 24vdc along with the releasing devices (RIM & Strikes)
- 5x single portals with DC (Door alarm Contact switch)
- 2x double doors with DC only
- 3x OHD's with DC only

CAAS equipment location

Refer to building diagrams for additional details

- Servers/Station. **(Appendix G)**
 - Main CAAS server in main IT room 1-084
 - CAAS security work station at main guard post in the lobby
- ACU's
 - 1st floor ACU's in room 1-086
 - 2nd floor ACU's in room 2-120
 - 3rd floor ACU's in room 3-120
 - 4th floor ACU's in room 4-116
 - 5th floor ACU's in room 5-120
 - 6th floor ACU's in room 6-120
 - 8th floor ACU in room 8-063ZZ (elevator control room)
- 5A Power supply's (24vdc)
 - These units are located in the same rooms as the ACU's above.
- Remote Reader Modules RRM's
 - These devices are all located above each portal they control.
- Readers, DC's, Rex's (Request to Exit) RIM and strikes
 - The door peripherals are all connected to each portal RRM located above the portal.
 - DC's, Overhead Door Contacts (OHDC)
- The monitoring switch (DC) are either connected to the closest RRM or ACU.

Solicitation No. - N° de l'invitation
31970-180986/A
Client Ref. No. - N° de réf. du client
31970-180986

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-7-40119

Buyer ID - Id de l'acheteur
Edm034
CCC No. /N° CCC - FMS No./N° VME

Architecture

- Current CAAS wiring architecture is RS482 with twisted multi pair shielded cabling between all Access Control Units (ACUs), Remote Reader Modules (RRMs)
- Main CAAS server (Rm 1-084) to ACU (Access Control Unit) 1-2-3-4-5.....via RS232
- Guard post CAAS station pc (Lobby) linked back to main CAAS server in main IT room (1-084) 1st floor.
- ACU's to RRM's (Remote Reader Module) 1 to 16 (16x RRM per 1x ACU)
- RRM to door peripherals (Card reader, DC, REX, electric strike or RIM)
- Door Contact only doors go back to ACU or RRM as an input monitored point only.

ANNEX “B” - MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

Compliance Matrix

A complete list of the minimum mandatory performance specifications are detailed below in the “Compliance matrix”. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders must show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

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COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

	Items Required	Manufacturer Offered:	Model number if applicable
1.1	Card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference table 1 and Appendix F)		
1.2	Double card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference table 1 and Appendix F)		
1.3	Elevator cab card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference table 1 and Appendix F)		
1.4	Exterior card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference table 1 and Appendix F)		
2	Access control units (reference table 2)		
3	Remote Reader modules (reference table 3)		
4	Access control and monitoring software (reference table 4)		
5	Server and monitoring station equipment (reference table 5)		
6	Warranty must be one year, including all parts, labour, and travel (reference table 6).		
7	Must provide at minimum one on-site training session to the commissionaires (4-6) people, in the use and administration of the management software (reference table 7).		
8	Must provide an implementation plan (reference table 8)		

MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Table 1: Card reader portal compatible to HID iCLASS Prox Card 2122 Series (reference Appendix F)

Item #	Mandatory Performance Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
1.1	Card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference Appendix F)				
1.2	Double card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference Appendix F)				
1.3	Elevator cab card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference Appendix F)				
1.4	Exterior card reader portal must be compatible to HID iCLASS Prox Card 2122 Series (reference Appendix F)				

Table 2: Access Control Units

Item #	Mandatory Performance Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
2.1	Includes 5A power supplies no more than 24 vdc)				
2.2	ACUs must have capacity for 16x RRM's minimum per ACU				

Table 3: Remote Reader Module (RRM)

Item #	Mandatory Performance Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
3.1	RRMs are required for each Card reader portal and must be compatible to HID iCLASS Prox Card 2122 Series (reference Appendix F)				

Table 4: Access control and monitoring software

Item #	Mandatory Performance Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
4.1	Functionality to monitor and configure basic access controls and alarms				
4.2	Functionality to store and display building floor plan graphics				
4.3	Functionality to store and display all card holder details				
4.4	Functionality to display event / alarm summary				
4.5	Functionality to display summary				
4.6	Functionality to create and display custom reports				
4.7	Functionality to schedule access points globally				
4.8	Functionality to control individual access points				

4.9	3 stage alarm response functionality				
4.10	Capability to interface with CCTV systems				
4.11	The Bidder must provide a usability demonstration of the proposed solution by way of a videoconference or webinar to demonstrate compliance with mandatory requirements.				

Table 5: Server and monitoring station equipment

Item #	Mandatory Performance Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
5.1	Server hardware and licencing				
5.1.1	Rack mountable (max 2U)				
5.1.2	Windows OS				
5.1.3	3 year hardware warranty				
5.1.4	24/7 Support- next business day onsite service after problem				
5.1.5	Rack mountable monitor LED 15" complete with wired pull out keyboard and mouse shelf included				
5.1.6	Meet or exceed hardware requirements specified by the software vendor for the intended application and capacity				
5.2	Server UPS				
5.2.1	Rack mountable - max 2U				
5.2.2	Configurable alarm, delay and threshold settings				
5.2.3	Logging capability				
5.2.4	Remote shutdown capability				
5.2.5	Surge protection and filtering				
5.2.6	Serial and USB connection ports				

5.2.7	Power capacity: 2700 W / 3000 VA				
5.3	Workstation hardware & licencing				
5.3.1	Windows OS, Windows 10 or later				
5.3.2	Small form factor				
5.3.3	Include 2x 27" HD LED Monitor/TV, LED, display with 19:6 aspect ratio				
5.3.4	Include standard English keyboard and USB corded mouse				
5.3.5	Meet or exceed hardware requirements specified by the software vendor for the intended application and capacity				
5.4	Workstation UPS				
5.4.1	Tower form factor				
5.4.2	Visual display				
5.4.3	Configurable alarm, delay and threshold settings				
5.4.4	Logging capability				
5.4.5	Remote shutdown capability				
5.4.6	Surge Protection and filtering				
5.4.7	Serial and USB connection ports				
5.4.8	Power capacity: 1000 W/ 1440 VA				

Table 6: Warranty

Item #	Mandatory Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
6.1	Warranty must be one year, including all parts, labour, and travel and must be for all items as outlined in Annex "A".				

Table 7: On-site Training session

Item #	Mandatory Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
7.1	Must provide at minimum one on-site training session to the commissionaires (4-6) people, in the use and administration of the management software as outlined in Annex "A".				

Table 8: Implementation Plan

Item #	Mandatory Specification	Performance Specification Met?		Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
		Yes	No		
8.1	Implementation plan demonstrates a strategy that minimizes disruption to building occupants				
8.2	System downtime during installation occurs ONLY during regular working hours (8am – 5pm local time)				
8.3	Implementation plan details expected timeline for installation including transition from existing system and training				

ANNEX “C” - POINT RATED REQUIREMENT

COMPLIANCE MATRIX

Table 1: Usability Demonstration Requirements

The following requirements are the usability demonstration requirements. Only bids that meet the minimum mandatory criteria are subject to point rating, as applicable. The Bidder must provide a usability demonstration of the proposed solution by way of a videoconference or webinar to demonstrate compliance with point rated requirement. The Bidders must demonstrate how their proposed solution meets the point rated requirements. Each criteria will be rated by assigning a score to the rated requirements, which are identified as “rated criteria”, in the table below.

Rated Requirements:

	Rated Criteria	Max Points	Evaluation Marking	Points Awarded	Comments
R1	Report viewing Points will be awarded on the following basis: Value and appearance of demonstrated reports. Granularity, variety and ease of use of built in and custom reports.	5	5 = Demonstrates an excellent understanding of the requirements. 4 = Demonstrates a very good understanding of the requirements. 3 = Demonstrates a good understanding of the requirements. 2 = Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. 1 = Lacks complete or almost complete understanding of the requirements.		
R2	User interface	5	5 = Demonstrates an excellent		

	Points will be awarded on the following basis: Ease of use in navigating within the application to locate and configure access points.		understanding of the requirements. 4 = Demonstrates a very good understanding of the requirements. 3 = Demonstrates a good understanding of the requirements. 2 = Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. 1 = Lacks complete or almost complete understanding of the requirements.		
R3	User interface Points will be awarded on the following basis: Ease of use in navigating within the application to locate and configure control points.	5	5 = Demonstrates an excellent understanding of the requirements. 4 = Demonstrates a very good understanding of the requirements. 3 = Demonstrates a good understanding of the requirements. 2 = Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. 1 = Lacks complete or almost complete understanding of the requirements.		
R4	User interface Points will be awarded on the following basis:	5	5 = Demonstrates an excellent understanding of the requirements.		

	User interface has clear navigation icons or visuals. Operates using standard browser functionality and shortcuts.		4 = Demonstrates a very good understanding of the requirements. 3 = Demonstrates a good understanding of the requirements. 2 = Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements. 1 = Lacks complete or almost complete understanding of the requirements.		
Minimum Point Acceptable		12			
Maximum Possible Score		20			

In addition to meeting all the minimum mandatory performance specifications criteria, bidder must also achieve a minimum of 3 points in each rated criteria to be considered compliant. A minimum pass mark of 60% is required to be considered compliant. Proposals that fail to achieve this score will be considered technical unacceptable and will be given no further consideration.

ANNEX "D" - BASIS OF PAYMENT

- Bidders must complete the below table and submit it with their bid.
- Firm Lot Prices are FOB destination and must include all delivery, off-loading, installation and warranty charges to National Institute of Nanotechnology (NINT) 11421 Saskatchewan Drive, Edmonton, AB.
- Firm Lot Prices for installation & testing and on-site training includes all costs for labour, materials, equipment, tools, travel/meals/lodging, and supervision necessary to provide the work and training as outlined in Annex "A".
- Firm Unit Price do not include Applicable taxes. Applicable taxes will be added as a separate line item to any invoice issued as a result of a Contract.
- All Firm Unit Prices are in Canadian Dollars (CAD)
- All line items must be filled out in order for the bid to be deemed responsive.

Delivery location:

FOB Destination, including all delivery charges to:

National Institute of Nanotechnology (NINT)
11421 Saskatchewan Drive
Edmonton, Alberta

Item	Description	Quantity	Firm Unit/Lot Price	Extended Total
1	Card reader portal compatible to HID iClass Prox Cards 2122 series	161	\$_____/each	\$_____
02	Double card reader portal compatible to HID iClass Prox Cards 2122 series	1	\$_____/each	\$_____
03	Elevator cab card reader portal compatible to HID iClass Prox Cards 2122 series.	1	\$_____/each	\$_____
04	Exterior card reader portal compatible to HID iClass Prox Cards 2122 series	1	\$_____/each	\$_____
05	Access control units	Qty to be determined following the site visit by the bidders to support the intended installation	\$_____/each	\$_____
06	Remote Reader modules	164	\$_____/each	\$_____
07	Access control and monitoring software for installation on one monitoring station for up to 6 users.	1 Lot	\$_____/lot	\$_____

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08	Server and monitoring station equipment for installation on one server to be accessed by software as per item 07.	1 Lot	\$_____/lot	\$_____
09	Complete on-site installation with the mandatory performance specifications, testing of the System, and complete on-site training to the commissionaires as outlined in Annex "A"	1Lot	\$_____/lot	\$_____
10	Three year service and support of integrated system including all provided hardware, system software and IT components.	1 Lot	\$_____/lot	\$_____
TOTAL Assessed Bid Price (Before applicable taxes):				\$_____

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ANNEX "E" - ELECTRONIC PAYMENT INSTRUMENTS to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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APPENDIX "F" - EXISTING CARD SPECIFICATION - HID iClass PROC CARDS 2122 SERIES - ATTACHED

APPENDIX "G" - FLOOR PLAN - ATTACHED

APPENDIX "H" - ACCESS CONTROL UNIT (ACU) AND POWER SUPPLY (PS) LOCATIONS - ATTACHED

EXISTING CARD SPECIFICATION - HID iClass PROC CARDS 2122 SERIES – APPENDIX F



The advertisement features a green header with the text "iCLASS® Prox Card" and "13.56 MHz Contactless". Below this, it lists compatible card types: "Combination Contactless Smart Card and Proximity Card", "PVC Cards 2020, 2021, 2022, 2023, 2024", and "Composite PVC/PET cards 2120, 2121, 2122, 2123, 2124". A large blue HID logo is on the left. Two iCLASS Prox cards are shown on the right. The text "ACCESS flexibility." is centered below the cards. The bottom section contains detailed text about the card's capabilities and features.

iCLASS® Prox Card 13.56 MHz Contactless

Combination Contactless Smart Card and Proximity Card
PVC Cards 2020, 2021, 2022, 2023, 2024
Composite PVC/PET cards 2120, 2121, 2122, 2123, 2124

HID

ACCESS flexibility.

HID's iCLASS® 13.56 MHz read/write contactless smart card technology can be used for diverse applications such as access control, biometrics, cashless vending, public transportation, airline ticketing and customer loyalty programs. Multiple, securely separated files enable numerous applications and support future growth.

The iCLASS Prox Card combines iCLASS 13.56 MHz contactless read/write smart card and Prox 125 kHz proximity technology on a single card with the ability to add magnetic stripe, barcode, and anti-counterfeiting features including custom artwork or a photo identification directly on the credential. Your iCLASS Prox Card can now be utilized for such diverse applications including access control, network log-on security, automotive vehicle identification, cashless vending, time and attendance, and biometric verification. As you integrate and/or migrate to an iCLASS platform from proximity technology readers. And, you have the option of assigning various security levels to the cards depending on the credential holder. The iCLASS Prox Card meets strict ISO thickness standards for use with direct image and thermal transfer printers.

Features:

- ▶ 13.56 MHz read/write contactless smart card and 125 kHz technology provides high-speed, reliable communications with high data integrity.
- ▶ iCLASS technology ensures high security with mutual authentication, encrypted data transfer, and 64-bit diversified keys for read/write capabilities.
- ▶ Any existing HID format can be factory or field programmed into the secure HID access control application area.
- ▶ Available in 2k bit (256 Byte), 16k bit (2K Byte) or 32k bit (4K Byte) configurations.
- ▶ Meets ISO standards for thickness for use with all direct image and thermal transfer printers.
- ▶ Add a magnetic stripe, barcode, anti-counterfeiting, or photo ID.

All 2k bit (256 Byte) iCLASS credentials have the following features:

- ▶ Available in two application area configuration only.
- ▶ Provides the HID standard access control application area and one other application area for user customization.
- ▶ Meets ISO 15693 standard for contactless communications.
- ▶ Provides a cost effective way to improve the security of your access control installation.

All 16k bit (2k Byte) and 32k bit (4k Byte) iCLASS credentials have the following features:

- ▶ Sufficient read/write memory to store multiple biometric templates.
- ▶ 16k available in a two or sixteen application area configuration. 32k available with 16k memory configured in either 2 or 16 application areas, plus an additional 16k user configurable memory.
- ▶ Multiple securely separated files enable numerous applications, including the HID standard access control application, and support future growth.
- ▶ Meets ISO 15693 and 14443B for contactless communications.
- ▶ Meets ISO 15693 and 14443B for contactless communications.

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	Features	Specifications
Read/Write Functionality for Multi-functional Memory Applications	<p>iCLASS® was specifically designed to make access control more powerful, more versatile, and more secure. All radio frequency data transmission between the card and reader is encrypted using a secure algorithm. By using industry standard encryption techniques, iCLASS reduces the risk of compromised data or duplicated cards. For even higher security, the card data may also be protected with DES or triple DES encryption. Multiple securely separated application areas are each protected by 64-bit diversified read/write keys which allow complex applications and provide for future expansion.</p> <p>Security mechanisms such as mutual authentication and encryption are efficiently combined with fast processing and data communication, resulting in transaction times of less than 100 milliseconds for a typical secure e-purse transaction.</p>	<p>Typical Maximum Read Range*</p> <p>R10 2.0-3.0" (5.0-7.6cm) R30/RW300 2.0-3.5" (5.0-8.9cm) R40/RW400 2.5-4.5" (6.3-11.4cm) RK40/RWK400 3.0-4.0" (7.6-10.1 cm) *Dependent upon installation conditions.</p>
Proven, Reliable Technology	<p>Offers extremely consistent read range. Unaffected by body shielding or variable environmental conditions.</p>	<p>Dimensions</p> <p>2.127" x 3.375" x 0.033" max. (5.40 x 8.57 x 0.084 cm)</p>
Thin	<p>Can be carried with credit cards in a wallet or purse. Use with a strap and clip as a photo ID badge.</p>	<p>Weight</p> <p>0.24oz (6.8 g)</p>
* Photo ID Compatible	<p>Print directly to the card with a direct image or thermal transfer printer. Slot punch vertically for easy use.</p>	<p>Card Construction</p> <p>Thin, flexible polyvinyl chloride (PVC) laminate.</p>
Long Life	<p>Passive, no-battery design allows for an estimated minimum 100,000 reads.</p>	<p>Operating Temperature</p> <p>-40° to 158° F (-40° to 70° C)</p>
Durability Options:	<p>Strong, flexible, and resistant to cracking and breaking.</p> <ul style="list-style-type: none">• Magnetic stripe• External card numbering (inkjet or laser engraving)• Vertical slot punch• Custom artwork (text or graphics) <p>(Please see "How To Order Guide" for a description of the options and associated part numbers.)</p>	<p>Operating Humidity</p> <p>5-95% non-condensing</p>
Warranty	<p>Lifetime Warranty. See complete warranty policy for details.</p>	<p>Operating Frequency</p> <p>13.56 MHz 125 kHz</p>
Base Part Numbers	<ul style="list-style-type: none">• 2020 for 2k bit (256 Byte) card• 2021 for 16k bit (2k Byte) card with 2 application areas• 2022 for 16k bit (2k Byte) card with 16 application areas• 2023 for 32k bit (4k Byte) 16k/2+16k/1.• 2024 for 32k bit (4k Byte) 16k/16 + 16k/1.	<p>RF Interface</p> <p>As suggested by ISO/IEC: 14443B read/write (16k only) 15693 read/write</p>
Description	<p>13.56 MHz contactless smart card. 125 kHz HID Proximity card.</p>	<p>Transaction Time</p> <p><100 ms typical</p> <p>Baud Rate</p> <p>14443 B mode - 106 kbps 15693 mode - 26 kbps</p> <p>Memory Type</p> <p>EEPROM, read/write</p> <p>Multi-application Memory</p> <p>2k bit (256 Byte) card - 2 application areas 16k bit (2k Byte) - 2 or 16 application areas 32k bit (4k Byte) card - 16k bit in 2 or 16 application areas plus 16k bit user configurable.</p> <p>Write Endurance</p> <p>Min. 100,000 cycles</p> <p>Data Retention</p> <p>10 years</p> <p><small>* When customizing cards using Rio-Transfer Printers that fuse images to the surface of the card by applying heat and pressure (such as the Fargo HDP5000) we recommend the use of composite cards, which are better able to withstand the higher application temperatures.</small></p>



ACCESS experience.

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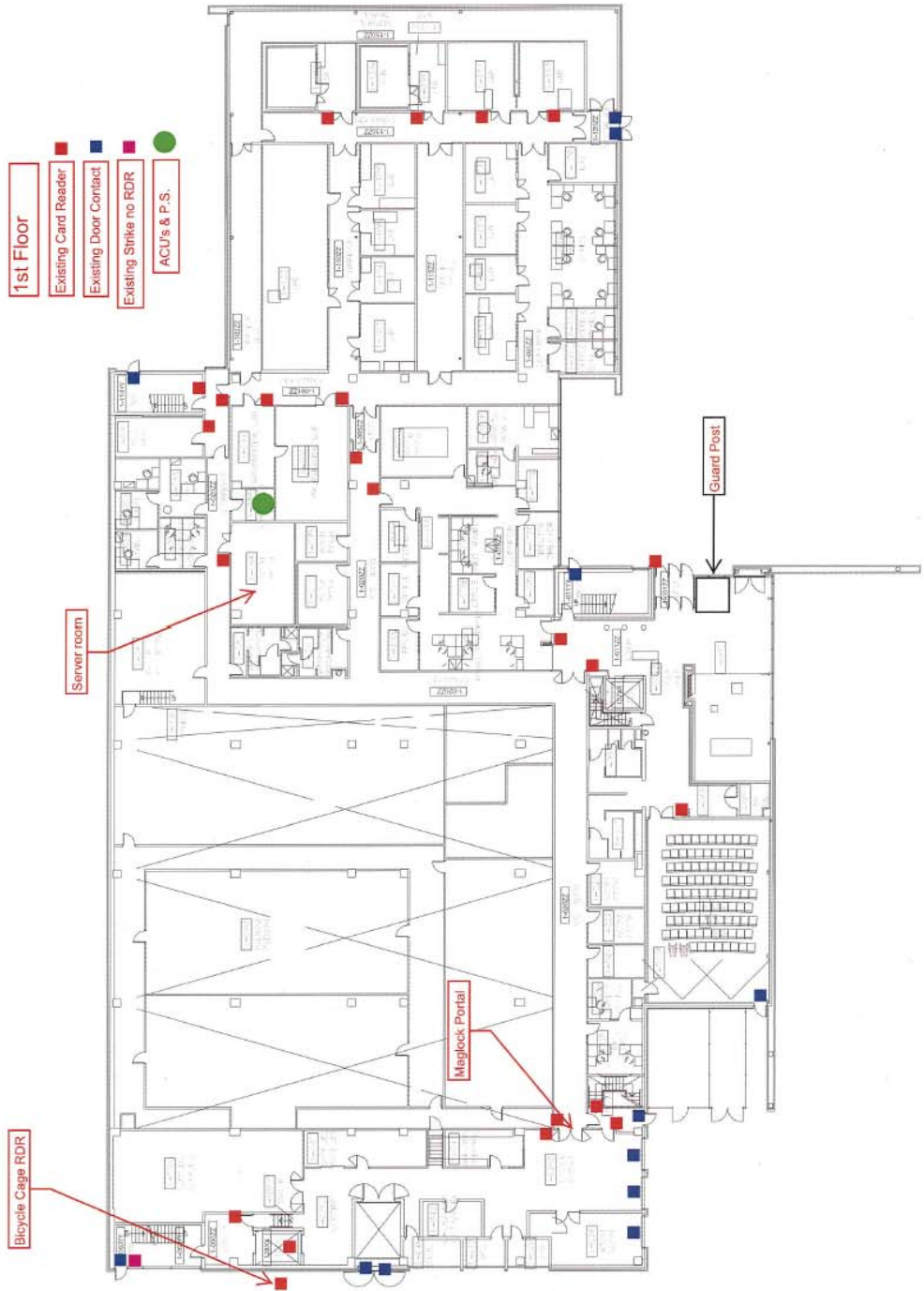
FLOOR PLAN - APPENDIX G



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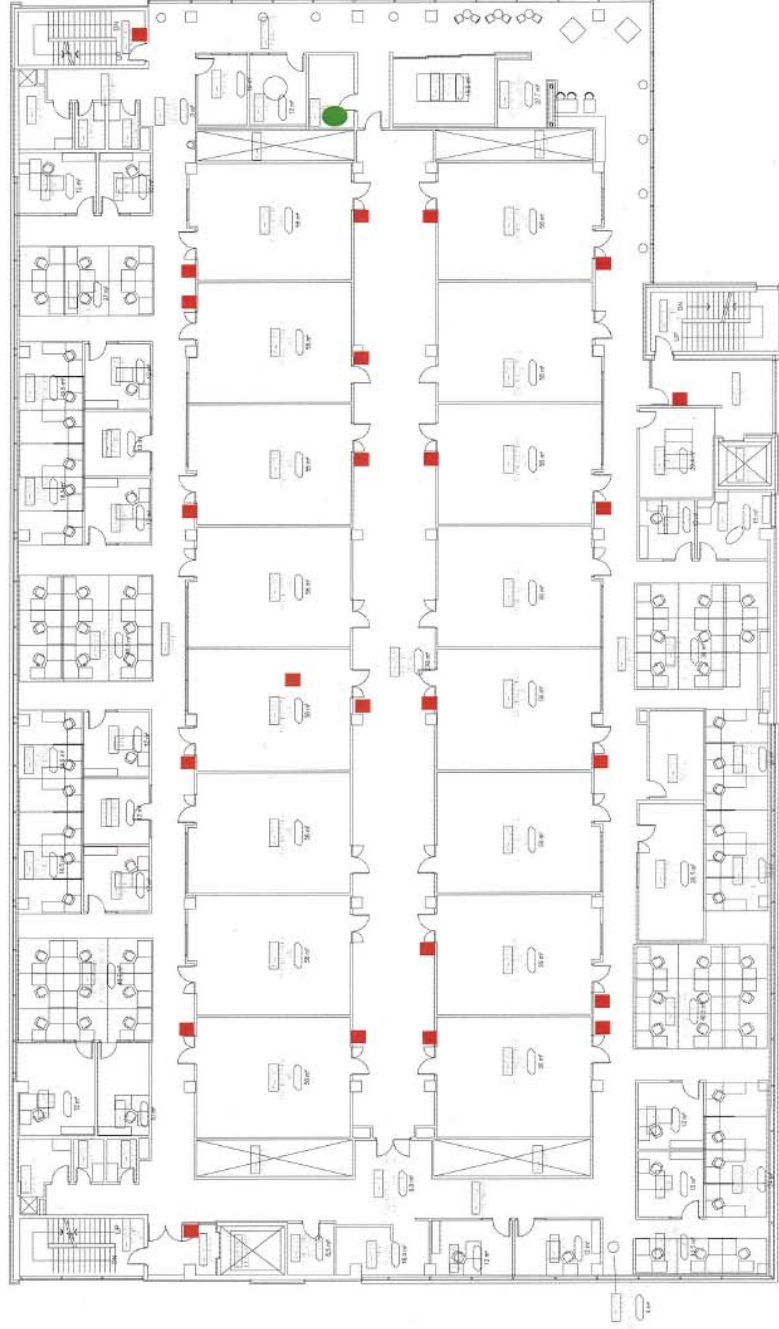
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6th Floor

Existing Card Reader

ACU's & P.S.

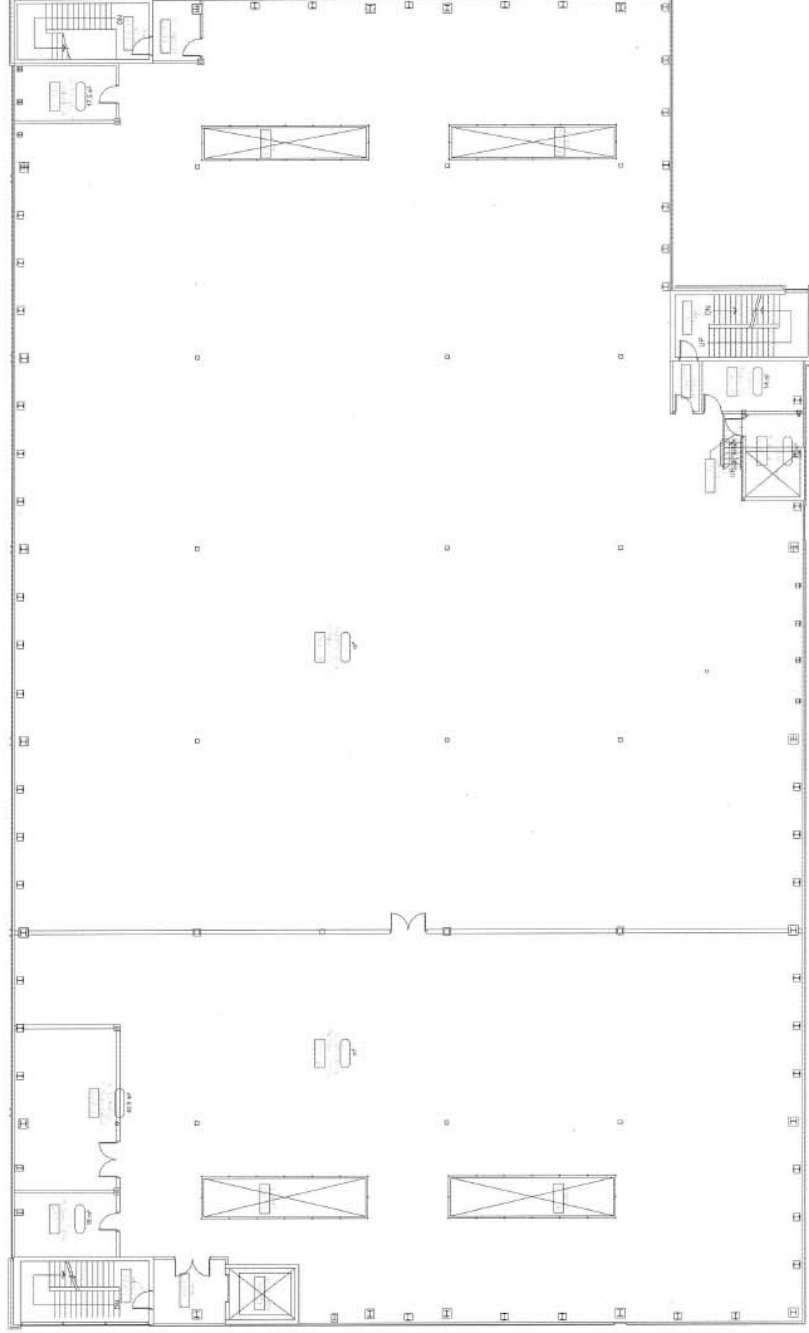


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7th Floor Lower Pent



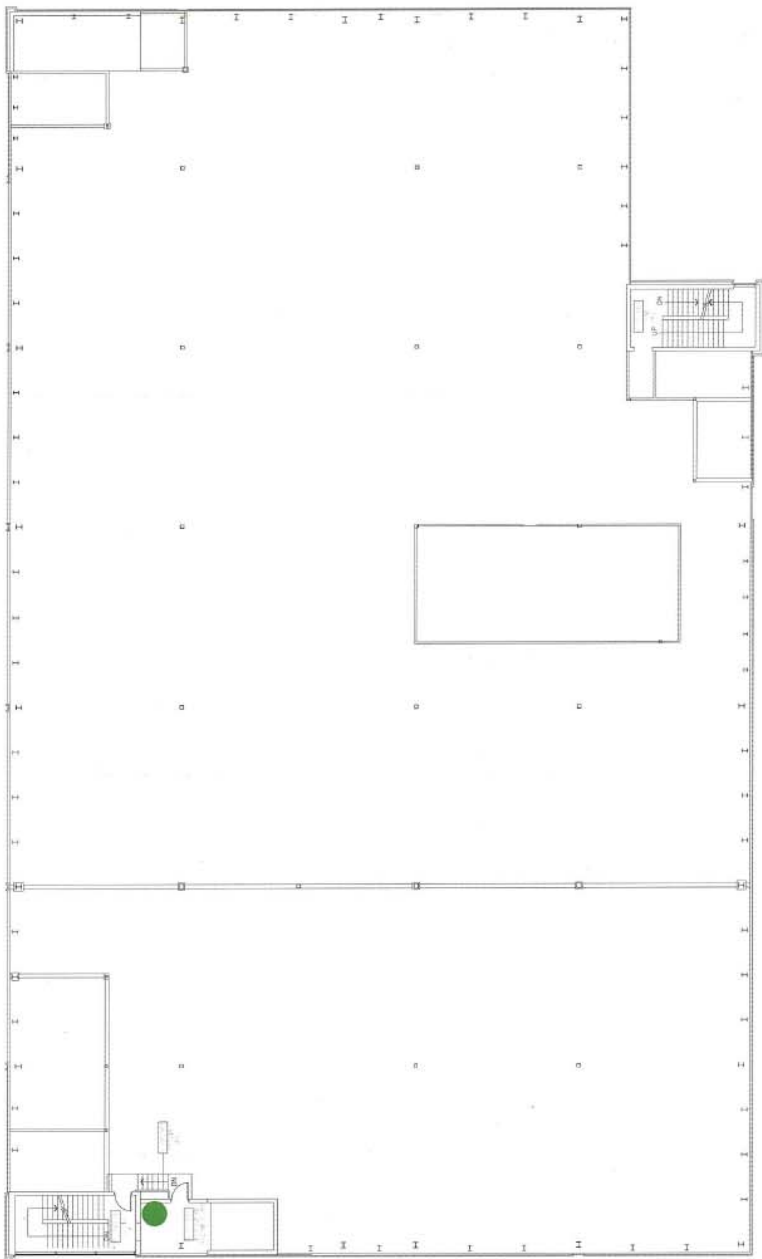
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8th Floor Upper Pent

ACU & P.S.



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ACCESS CONTROL UNIT (ACU) AND POWER SUPPLY (PS) LOCATIONS- APPENDIX

ACU and P.S. locations

1st floor room 1-086



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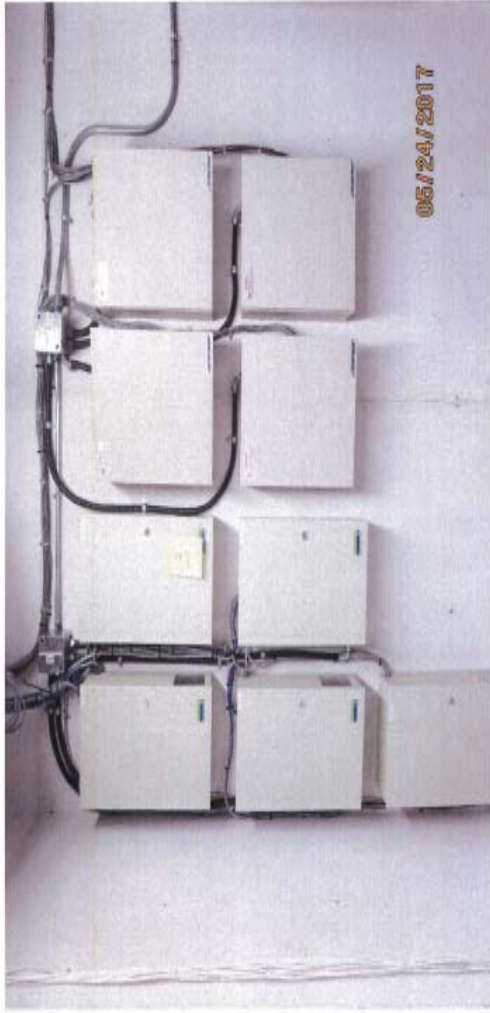
Amd. No. - N° de la modif.
File No. - N° du dossier
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2nd floor room 2-120



3rd floor room 3-120



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4th floor room 4-116



5th floor room 5-120

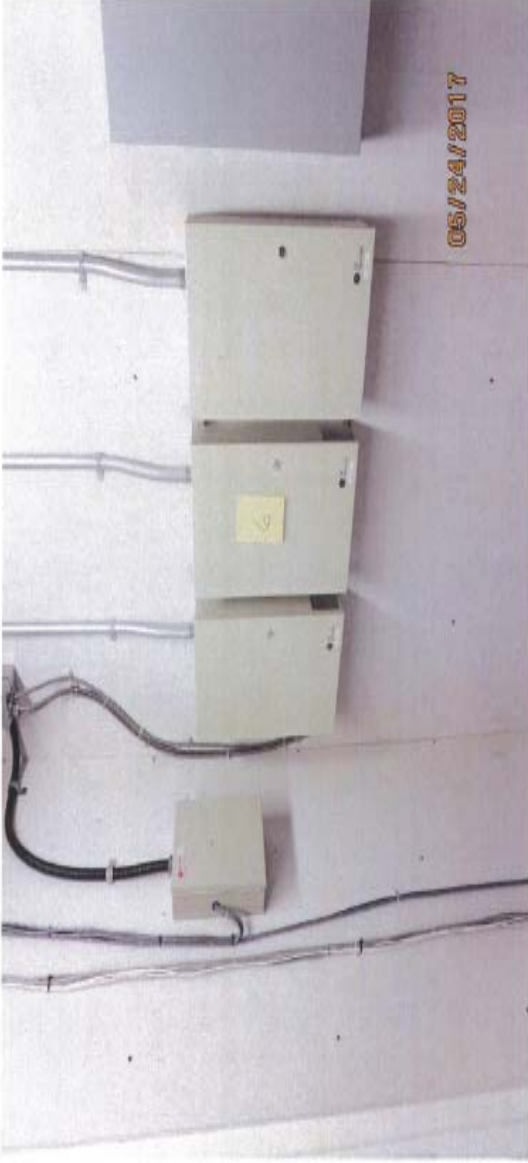


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6th floor 6-120



S/W Elevator control room 8-063ZZ



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Current CAAS server and viewing monitor located in main IT room



Current CAAS workstation at security post at main entrance.



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The shipping portal c/w dual reader, M.L. & Electric RIM



M/L connected to F/A system and blue emergency open station



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S/W Outdoor bicycle cage card reader and lock release.

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S/W Elevator cab with reader.

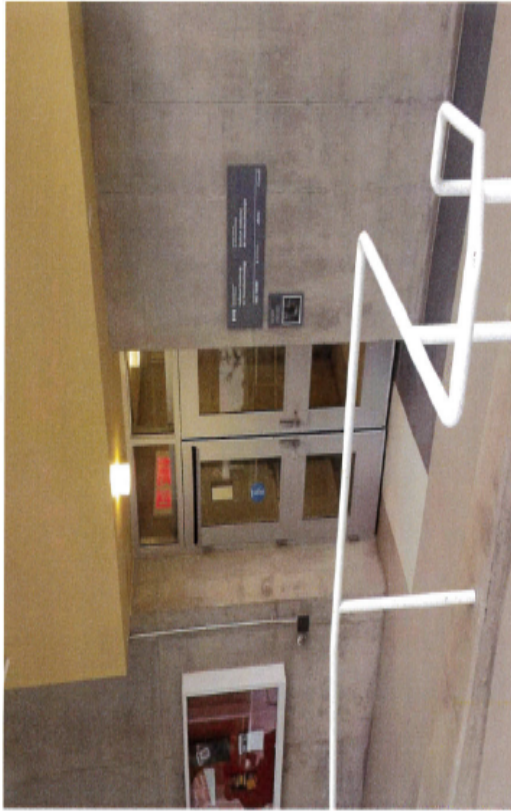


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S/W Pedway Entry from U of A considered perimeter entry



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Typical RRM (Remote Reader Module) installation at NINT. RRM located nearby, above portal.

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Current HID ProxPro readers on site

