



**IRETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

Title – Sujet: Hotel Electronic Access Control System		Date January 15, 2018
Solicitation No. – N° de l’invitation M5000-18-1690/A - PW-18-00811897		
Client Reference No. - No. De Référence du Client 201801690		
Solicitation Closes – L’invitation prend fin		
At /à :	2 :00 p.m.	Central Standard Time (CST) HNC (Heure Normale du Centre)
On / le :	February 26, 2018	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Rachel Sookoo, Procurement Officer		
Telephone No. – No. de téléphone 639-625-3291	Facsimile No. – No. de télécopieur 306-780-5232	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5 Trade Agreements

“The requirement is subject to the provisions of 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.



Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

B3000T (2006-06-16), Equivalent Products

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids transmitted by facsimile or email to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.



If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

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 (one hard copy)
- Section II:** Financial Bid (one hard copy)
- Section III:** Certifications (one 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 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

Refer to Annex C, Mandatory Technical Criteria

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 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.

5.1.1 Integrity Provisions

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



- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

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

6.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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 Delivery Date

All the deliverables must be received no later than 30 days after contract award.



6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Section 6.12 Shipping Instructions – Delivered Duty Paid of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rachel Sookoo
Royal Canadian Mounted Police
Procurement Officer
5600-11th Ave
Regina, SK S4P 3J7

Telephone: 639-625-3291
Facsimile: 306-780-5232
E-mail address: rachel.sookoo@rcmp-grc.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: (to be completed upon 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 upon contract award)

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

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



6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Single Payment

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

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

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 Saskatchewan.

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) Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (to be completed upon contract award).



6.11. Procurement Ombudsman

6.11.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.12 Shipping Instructions – Delivered Duty Paid

Goods must be consigned and delivered to the destination specified in the contract:

Incoterms 2010 "DDP Delivered Duty Paid" including all delivery charges and customs duties and taxes to:

RCMP
Protective Technical Services Section
6101 Dewdney Avenue
Regina, SK
S4P 3K7

6.13 Environmental Considerations:

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).



Shipping Requirements:

Minimize packaging

Include recycled content in packaging;

Re-use packaging;

Include a provision for a take-back program for packaging;

Reduce/eliminate toxics in packaging.



ANNEX A

REQUIREMENT

The Royal Canadian Mounted Police, Protective Technical Services Section (PTSS) requires a vendor to supply and deliver only mortise and cylindrical hotel locksets for installation by RCMP PTSS at several buildings at Depot Division in accordance with the requirements specifications, terms and conditions detailed herein.

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Hotel electronic access control system.

1.2 REFERENCES

- A. ANSI/BHMA A156.13 - Locks and Latches, Mortise.

1.3 DEFINITIONS USED WITH HOTEL STAND-ALONE ELECTRONIC LOCKING SYSTEM

- A. Front Desk Unit (FDU): A device used to encode keycards, program locks, and audit locks.
- B. Authorization keycard: A keycard used to access the Front Desk Unit in order to perform any regular function.
- C. Infrared Programming Module: A device used to communicate information from the Front Desk unit to a lock.
- D. Card Reader: A device used to read a keycard in order to operate an elevator or electric strike.
- E. Mechanical Override: A high-security mechanical key operated cylinder used in the lock to override the electronic controller. Does not require any electrical power source to operate the lock.
- F. Management or Administrative override: A type of override to unlock the door using the Front Desk Unit and authorization keycards.

1.4 SYSTEM DESCRIPTION

- A. The Hotel Locking system consists of an Access Control Management System (either the stand-alone Front Desk Unit(s) or computer workstations), a guest room lock(s), Keycards and an Infrared Programming Module used to provide communication between the Front Desk Unit and the Lock. It may include Card Readers for elevators, electric strikes, magnetic locks, Panic Device Operator(s) and a printer. The system is controlled by Authorization Keycards, is defined by site codes, and is fully auditable. Any function can be audited, both at the Lock and at the Front Desk Unit or PC Workstation. Each Lock contains a high security administrative override that is controlled by authorization card.



1.5 QUALITY ASSURANCE

A. Supplier Qualifications:

1. Continuously engaged in electronic access control system construction with a minimum of 15 years successful experience.
2. Able to demonstrate successful performance on comparable projects.
3. Design and Manufacturing Process: ISO 9001 certified.
4. Capability of providing manufacturer-certified field service personnel for installation assistance as required.
5. Capability of providing 24-hour, 7 days per week technical service assistance through a toll free telephone number.
6. Capability of providing manufacturer-certified field service personnel for technical service and maintenance after delivery of products by the Owner.

PART 2 PRODUCTS

2.2 HOTEL STAND-ALONE ELECTRONIC ACCESS CONTROL

A. Locks

1. Heavy duty electronic lockset (mortise and cylindrical) with clutch mechanism and built-in contactless RFID reader.
2. **Lockset: ASM mortise, ANSI/BHMA A156.13, Grade 1**
3. **Lockset: Cylindrical, ANSI/BHMA A156.13, Grade 1**
4. All metal construction, for interior and exterior applications
5. Supplied with ADA compliant levers, free to rotate in locked mode
6. Outside Material: Outside material is zinc for long life
7. Lock Finish: Satin Chrome
8. Power: standard alkaline batteries
9. Door Thickness: Adaptable from 1 3/8 inches to 2 1/2 inches (35mm to 66mm) thick doors
10. Operation Indicators: Visual and audible
11. Low Battery Indication: Low battery indication is visible at the lock
12. Real time Date/Time stamp: date and hours/minutes
13. Audit memory: Last 2000 transactions stored in lock
14. Read-write technology, audit held in lock and audit help on staff keycard to track employee movement (staff keycards can be interrogated at the encoder)
15. Download and View Audit: Audit is downloaded and viewed directly at door. Audit can be downloaded from the lock to a "Lock Audit Keycard" that can be interrogated with the encoder.
16. Programming and Auditing: Programming and auditing is done from outside the door, without opening the door
17. Critical Parts: Coated for environmental protection
18. Exterior Mounting and Assembly Screws: concealed
19. Override: Requires FDU and authorization card or key for concealed High Security Mechanical lock
20. Contactless Smart (Radio Frequency Identification, read-write) Card Reader: Lock card reader reads Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A
21. Keycards: Keycards are encoded with proprietary encryption
22. Keycards: Keycards operate at 13.56MHz in accordance with ISO 14443A



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23. Lock Firmware: Lock firmware can be upgraded in field without removing the lock
 24. Lock Microprocessor: Conforms to Federal and CE requirements for RF emissions and immunity
 25. Supports: 8 guest and 16 staff common areas and 8 master levels
 26. Operating Environment:
 - a. Between –30 degrees F and 150 degrees F (-35 C to 66 C)
 - b. Weather Resistant: Withstands rain, dust and salt
 27. Complies with FCC Part 15, Class A and CE Directive 89/336/EEC
 28. Fire Ratings, UL 10B and ULC S-104, ASM Mortise
 - a. Wood Doors: 20 Minutes
 - b. Steel Doors: 3 Hours
 29. Dimensions:
 - a. Lever Return: Within ½ inch (13mm) of door
 - b. Deadbolt for ASM Mortise: 1 inch (25mm)
 - c. Latch for ASM Mortise: ¾ inch (19mm)
 - d. Backset: 2 ¾ inches (70mm)
 30. Warranty: Two years
- B. Front Desk Unit (FDU)
1. Single Unit Construction: FDU encodes keycards, programs locks, audits locks
 2. Power: 120VAV charger, contains rechargeable battery
 3. Capability: 16000 rooms max
 4. Compatibility: Can be used singly or in conjunction with up to 63 other units
 5. Audit Capability: Stores last 4000 transactions for audit recovery
 6. Processor: Proprietary processor, encrypts encoded keycards
 7. Track (for Magstripe encoding, optional): track 3 is standard
 8. External contactless encoder: Encodes Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A. Status indicator LED, USB connectivity. Complies with FCC part 15 class A and EMC Directives 89/336/EEC, UL/C, IEC, CE certified, Temperature 0 degrees C to 40 degrees C (32 degrees F to 104 degrees F).
 9. Verification: Each pass of the keycard includes both encoding and verification of encoding
 10. Programmability: Can be programmed with a variety of features using authorization cards for access to menus
 11. Site Codes: Contains 2 site codes to insure system integrity
 12. Compatibility with other systems: Can be interfaced with most PMS systems
 13. Printer Connection: compatible with STAR printers USB or Serial
 14. Can export reports to USB Flash drive for printing or analysis from PC.
- C. Software
1. Software installed on a PC or server. It is web-based so it is installed on a server (PC or Server) and can be used at any Workstation with a network connection. Motorized Encoders are used to encode Guest, Staff and Special keycards. Off-the-shelf Palm and Infrared Programming Module used as Maintenance Unit to program, maintain and audit lock.
 2. Dual technology encoder: Encodes Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A and Low or high coercivity, ISO/ANSI Tracks 1, 2, or 3. Power: 120VAC, 60hz, Status indicator LED, USB connectivity, 1,000,000 keycard passes life expectancy, complies with FCC part 15 class A and EMC Directives 89/336/EEC, UL/C, IEC, CE certified, Temperature 0 degrees C to 40 degrees C (32 degrees F to 104 degrees F).



3. Contactless encoder: Encodes Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A. Status indicator LED, USB connectivity. Complies with FCC part 15 class A and EMC Directives 89/336/EEC, UL/C, IEC, CE certified, Temperature 0 degrees C to 40 degrees C (32 degrees F to 104 degrees F).
4. Maintenance Unit: Standard off-the-shelf Palm (minimum OS 4.1). Operator Password required, time limited availability for the information file, Infrared IrDA communication to lock.
5. Infrared Programming Module: IrDA and/or Serial communication, Power: standard alkaline batteries, complies with CRF 47 part 15 and EMC directives 89.336/EEC.
6. Capability: 16000 rooms max, plus 1,000 suites, 200 restricted areas
7. Compatibility: Can be used on a single workstation or up to 50 workstations (LAN/WAN). Can interface with POS, PMS and Gaming Systems (Serial or Web Services)
8. Audit Capability: Unlimited system activity audit
9. Processor: Non applicable; software installed on a PC or Server (to act as dedicated server).
10. Verification: Each pass of the keycard includes both encoding and verification of encoding
11. Programmability: Can be programmed with a variety of features using authorization cards for access to menus
12. Site Codes: Contains 2 site codes to insure system integrity
13. Compatibility with other systems: will interfaced with all PMS systems (Serial RS232 or Web Services), POS and Gaming System integration possible
14. Printer Connection: any network printer or printer connected to workstation



Annex B

Basis of Payment

Firm unit prices, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2010 "DDP Delivered Duty Paid", Canadian customs duties and excise taxes included.

Item	Description	Quantity (a)	Unit of Issue	Price per Unit (b)	Total Price (a x b)
1.	Heavy Duty ASM Mortise Hotel Lockset with 1.25" (32mm) faceplate and built-in RFID contactless reader. Equipped with Mechanical Recodable Key Cylinder for Override. - Handing: Left	50	Each	\$ _____	\$ _____
2.	Heavy Duty ASM Mortise Hotel Lockset with 1.25" (32mm) faceplate and built-in RFID contactless reader. Equipped with Mechanical Recodable Key Cylinder for Override. - Handing: Right	50	Each	\$ _____	\$ _____
3.	Heavy Duty Cylindrical Hotel Lockset with 2.75" (70mm) backset and built-in RFID contactless reader. Equipped with Mechanical Recodable Key Cylinder for Override. - Handing: Field Reversible	217	Each	\$ _____	\$ _____
4.	Front Desk Unit (FDU) - 120V 60Hz Power Supply - no coercivity required.	2	Each	\$ _____	\$ _____
5.	RFID 1KB Guest Card (ISO 14443, Mifare Classic (4 Byte NUID))	1000	Each	\$ _____	\$ _____
6.	RFID 4KB Staff Card (ISO 14443, Mifare Classic (4 Byte NUID))	50	Each	\$ _____	\$ _____
Total Evaluated Price					\$ _____



**ANNEX C
Mandatory Technical Criteria**

Bidders are required to indicate whether or not they comply with the mandatory specifications. Bidders must include one (1) copy of descriptive literature of the items offered in sufficient detail to clearly indicate compliance with each of the individual requirements in the specifications and cross reference where this specification is located within the descriptive literature.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.

Failure to meet any of the following specifications will render your proposal non-compliant and will be given no further consideration.

The following specifications must be met:

No.	Mandatory Specification	Substantiate in detail how this requirement is met or cross reference to technical offer (Page and Paragraph)
A.	Locks	
1.	Heavy duty electronic lockset (mortise and cylindrical) with clutch mechanism and built-in contactless RFID reader.	
2.	Lockset: ASM mortise, ANSI/BHMA A156.13, Grade 1	
3.	Lockset: Cylindrical, ANSI/BHMA A156.13, Grade 1	
4.	All metal construction, for interior and exterior applications	
5.	Supplied with ADA compliant levers, free to rotate in locked mode	
6.	Outside Material: Outside material is zinc for long life	
7.	Lock Finish: Satin Chrome	
8.	Power: standard alkaline batteries	
9.	Door Thickness: Adaptable from 1 3/8 inches to 2 ½ inches (35mm to 66mm) thick doors	
10.	Operation Indicators: Visual and audible	
11.	Low Battery Indication: Low battery indication is visible at the lock	
12.	Real time Date/Time stamp: date and hours/minutes	
13.	Audit memory: Last 2000 transactions stored in lock	
14.	Read-write technology, audit held in lock and audit help on staff keycard to track employee movement (staff keycards can be interrogated at the encoder)	
15.	Download and View Audit: Audit is downloaded and viewed directly at door. Audit can be downloaded from the lock to a	



	"Lock Audit Keycard" that can be interrogated with the encoder	
16.	Programming and Auditing: Programming and auditing is done from outside the door, without opening the door	
17.	Critical Parts: Coated for environmental protection	
18.	Exterior Mounting and Assembly Screws: concealed	
19.	Override: Requires FDU and authorization card or key for concealed High Security Mechanical lock	
20.	Contactless Smart (Radio Frequency Identification, read-write) Card Reader: Lock card reader reads Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A	
21.	Keycards: Keycards are encoded with proprietary encryption	
22.	Keycards: Keycards operate at 13.56MHz in accordance with ISO 14443A	
23.	Lock Firmware: Lock firmware can be upgraded in field without removing the lock	
24.	Lock Microprocessor: Conforms to Federal and CE requirements for RF emissions and immunity	
25.	Supports: 8 guest and 16 staff common areas and 8 master levels	
26.	Operating Environment	
a)	Between -30 degrees F and 150 degrees F (-35 C to 66 C)	
b)	Weather Resistant: Withstands rain, dust and salt	
27.	Complies with FCC Part 15, Class A and CE Directive 89/336/EEC	
28.	Fire Ratings, UL 10B and ULC S-104, ASM Mortise	
a)	Wood Doors: 20 Minutes	
b)	Steel Doors: 3 H	
29.	Dimensions	
a)	Lever Return: Within ½ inch (13mm) of door	
b)	Deadbolt for ASM Mortise: 1 inch (25mm)	
c)	Latch for ASM Mortise: ¾ inch (19mm)	
d)	Backset: 2 ¾ inches (70mm)	
30.	Warranty: Two years	
B.	Front Desk Unit (FDU)	
1.	Single Unit Construction: FDU encodes keycards, programs locks, audits locks	
2.	Power: 120VAV charger, contains rechargeable battery	
3.	Capability: 16000 rooms max	



4.	Compatibility: Can be used singly or in conjunction with up to 63 other units	
5.	Audit Capability: Stores last 4000 transactions for audit recovery	
6.	Processor: Proprietary processor, encrypts encoded keycards	
7.	Track (for Magstripe encoding, optional): track 3 is standard	
8.	External contactless encoder: Encodes Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A. Status indicator LED, USB connectivity. Complies with FCC part 15 class A and EMC Directives 89/336/EEC, UL/C, IEC, CE certified, Temperature 0 degrees C to 40 degrees C (32 degrees F to 104 degrees F)	
9.	Verification: Each pass of the keycard includes both encoding and verification of encoding	
10.	Programmability: Can be programmed with a variety of features using authorization cards for access to menus	
11.	Site Codes: Contains 2 site codes to insure system integrity	
12.	Compatibility with other systems: Can be interfaced with most PMS systems	
13.	Printer Connection: compatible with STAR printers USB or Serial	
14.	Can export reports to USB Flash drive for printing or analysis from PC	
C.	Software	
1.	Software installed on a PC or server. It is web-based so it is installed on a server (PC or Server) and can be used at any Workstation with a network connection. Motorized Encoders are used to encode Guest, Staff and Special keycards. Off-the-shelf Palm and Infrared Programming Module used as Maintenance Unit to program, maintain and audit lock	
2.	Dual technology encoder: Encodes Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A and Low or high coercivity, ISO/ANSI Tracks 1, 2, or 3. Power: 120VAC, 60hz, Status indicator LED, USB connectivity, 1,000,000 keycard passes life expectancy, complies with FCC part 15 class A and EMC Directives 89/336/EEC, UL/C, IEC, CE certified, Temperature 0 degrees C to 40 degrees C (32 degrees F to 104 degrees	



	F)	
3.	Contactless encoder: Encodes Mifare credentials designed to operate at 13.56MHz in accordance with ISO 14443A. Status indicator LED, USB connectivity. Complies with FCC part 15 class A and EMC Directives 89/336/EEC, UL/C, IEC, CE certified, Temperature 0 degrees C to 40 degrees C (32 degrees F to 104 degrees F)	
4.	Maintenance Unit: Standard off-the-shelf Palm (minimum OS 4.1). Operator Password required, time limited availability for the information file, Infrared irDA communication to lock	
5.	Infrared Programming Module: IrDA and/or Serial communication, Power: standard alkaline batteries, complies with CRF 47 part 15 and EMC directives 89.336/EEC	
6.	Capability: 16000 rooms max, plus 1,000 suites, 200 restricted areas	
7.	Compatibility: Can be used on a single workstation or up to 50 workstations (LAN/WAN). Can interface with POS, PMS and Gaming Systems (Serial or Web Services)	
8.	Audit Capability: Unlimited system activity audit	
9.	Processor: Non applicable; software installed on a PC or Server (to act as dedicated server)	
10.	Verification: Each pass of the keycard includes both encoding and verification of encoding	
11.	Programmability: Can be programmed with a variety of features using authorization cards for access to menus	
12.	Site Codes: Contains 2 site codes to insure system integrity	
13.	Compatibility with other systems: will interfaced with all PMS systems (Serial RS232 or Web Services), POS and Gaming System integration possible	
14.	Printer Connection: any network printer or printer connected to workstation	

QUALITY ASSURANCE



Bidders are required to confirm they meet the supplier qualifications by submitting the requested information with the bid.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting documentation provided.

Failure to meet any of the following qualifications will render your proposal non-compliant and will be given no further consideration.

The following qualifications must be met:

Supplier Qualifications		
	Qualification	Measurement
1.	Continuously engaged in electronic access control system construction with a minimum of 15 years successful experience.	Provide certificate of incorporation (or equivalent) to confirm year of incorporation.
2.	Able to demonstrate successful performance on comparable projects.	Provide list of projects completed in the last 5 to 10 years, including the scope of the projects.
3.	Design and Manufacturing Process: ISO 9001 certified.	Provide proof of ISO 9001 certification
4.	Capability of providing manufacturer-certified field service personnel for installation assistance as required.	Provide information on availability and staffing levels of field service personnel.
5.	Capability of providing 24-hour, 7 days per week technical service assistance through a toll free telephone number.	Provide hours of operation for technical support and contact information for same.
6.	Capability of providing manufacturer-certified field service personnel for technical service and maintenance after delivery of products by the Owner.	Provide information on availability and staffing levels of field service personnel.



Annex “D” INTEGRITY FORM - BIDDER’S INFORMATION

Integrity Provisions

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/Offeror/Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable¹) Application Not Application
If applicable, please complete and submit the [Integrity Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>).
- Documentation Required (see below)

By submitting a bid/offer/proposal, the Bidder/Offeror/Supplier certifies that:

- It has read and understands the Ineligibility and Suspension Policy;
- It understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- It is aware that Canada may request additional information, certifications, and validations from the supplier or a third party for purposes of making a determination of ineligibility or suspension;
- It has provided with its bid/offer/proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- None of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first-tier subcontractors; and
- It is not aware of a determination of ineligibility or suspension issued by Public Services and Procurement Canada (PSPC) that applies to it.

Documentation Required:

1. **Legal Name:** _____

2. **Business Entity:**
(select one)

Individual (person)	<input type="checkbox"/>
Corporate (company ie. incorporated, limited, etc.)	<input type="checkbox"/>
Joint Venture (2 or more parties in a business arrangement)	<input type="checkbox"/>
Other (ie. society, commission or partnership)	<input type="checkbox"/>

3. **List of Names** (members of the board of directors, private owners, or sole proprietors, as outlined in section 17 of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17): <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17>):
Please insert names below (add/remove lines as required).

- a)
- b)
- c)
- d)
- e)
- f)

The Bidder certifies that the information submitted in response to the above requirement is accurate and complete.

Name and Title	Signature	Date

¹ An Integrity Declaration Form must be submitted **only** when:

- A. the supplier, one of its affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the listed offences in the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17) (the “Policy”); and/or
- B. the supplier is unable to provide any of the certifications required by the [Integrity Clauses](#).