



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada

Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest

7^e étage, suite 7300

Montréal

Québec

H5A 1L6

Title - Sujet Sound Masking System	
Solicitation No. - N° de l'invitation G9292-191238/A	Date 2018-12-12
Client Reference No. - N° de référence du client G9292-191238	
GETS Reference No. - N° de référence de SEAG PW-\$MTA-030-15150	
File No. - N° de dossier MTA-8-41147 (030)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-22	Time Zone Fuseau horaire Heure Normale du l'Est HNE
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: Pommet, Bruno André	Buyer Id - Id de l'acheteur mta030
Telephone No. - N° de téléphone (514) 702-9582 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 REQUIREMENT	3
1.3 DEBRIEFINGS	3
1.4 TRADE AGREEMENTS	3
1.5 EPOST CONNECT SERVICE	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2 OPTIONAL SITE VISIT	4
2.3 SUBMISSION OF BIDS.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	7
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	8
PART 6 - RESULTING CONTRACT CLAUSES	9
6.1 SECURITY REQUIREMENTS	9
6.2 REQUIREMENT	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT	9
6.5 AUTHORITIES	9
6.6 PAYMENT	10
6.7 INVOICING INSTRUCTIONS	11
6.8 CERTIFICATIONS	11
6.9 APPLICABLE LAWS	11
6.10 PRIORITY OF DOCUMENTS	11
6.11 INSURANCE – SPECIFIC REQUIREMENTS	12
6.12 SACC MANUAL CLAUSES	12
ANNEX "A"	13
REQUIREMENT.....	13
ANNEX "B"	15

Solicitation No. - N° de l'invitation
G9292-191238/A
Client Ref. No. - N° de réf. du client
G9292-191238

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-8-41147

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

BASIS OF PAYMENT	15
ANNEXE « C »	16
ROUND FLOOR AND 2 ND FLOOR PLANS	16
ANNEXE « D »	17
INSURANCE REQUIREMENTS	17
ANNEX "E"	19
MANDATORY TECHNICAL CRITERIA TO BE DEMONSTRATED	19
ANNEX "F"	21
COMPLETE LIST OF COMPANY BOARD OF DIRECTORS	21
ANNEX "G"	22
ELECTRONIC PAYMENT INSTRUMENTS	22

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements associated with this requirement.

1.2 Requirement

The requirement is detailed under Annex A.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

1.5 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material – Bid

2.2 Optional Site Visit

It is recommended 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:

Laval Processing Centre,
Jeanne Sauvé Building, 1575 Chomedey Blvd
Laval, QC, H7N 2X2

on **Wednesday January 9, 2019. The site visit will begin at 10:00am (EST)** and meeting point is the main entrance of the building (lobby).

Bidders are requested to communicate with the Contracting Authority **by email no later than Monday January 7, 2019 – 5:00pm** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. 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 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.

You must submit your offer, **by epost Connect, by mail, by facsimile or in person**, prior to the closing date and time:

By mail or in person, at the following address:

Public Services and Procurement Canada
Acquisitions Directorate - Quebec Region
800, rue de la Gauchetière Ouest, Portal South-west, Suite 7300
Montréal, Quebec H5A 1L6

By facsimile, at the following number: (514) 496-3822

Bids may also be submitted using the epost Connect service as detailed in the 2003 Standard Instructions.

The following PWGSC Regional Bid Receiving Unit e-mail address is to be used for epost Connect services:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Bids will not be accepted if emailed directly to this e-mail address. This email address is to initiate an epost Connect conversation, as detailed in the 2003 Standard Instructions – section 08.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **eight (8) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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.

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “G” 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](#)

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications 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 Evaluation Criteria

Every proposal must meet all technical criteria described in Annex A. Technical evaluation will be based on the mandatory technical criteria to be demonstrated detailed in a grid at Annex E.

Bidders must complete and include with their proposal the Mandatory Technical Criteria Grid to be demonstrated (Annex E).

It is mandatory to provide technical/ descriptive documents and/or technical literature/notes, at the submission of your bid to allow the technical evaluation. Failure to comply will render your bid non-responsive.

4.1.1 Financial Evaluation

According to the total price of the items 1 and 2 mentioned at Annex B.

4.1.1.1 SACC Manual Clause

A0222T (2014-06-26), Evaluation of Price – Canadian / Foreign Bid

*** Any proposal submitted in foreign currency will be assessed in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

4.2 Basis of Selection

A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any

certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation (See Annex F)

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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 are no security requirements associated with this contract.

6.2 Requirement

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

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 (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Delivery Date (will be completed at contract award)

All the deliverables must be received on _____.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Bruno André Pommet

Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch - Quebec Region
Telephone: (514) 702-9582
Facsimile: (514) 496-3822
E-mail address: brunoandre.pommet@tpsgc-pwgsc.gc.ca

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

Solicitation No. - N° de l'invitation
G9292-191238/A
Client Ref. No. - N° de réf. du client
G9292-191238

Amd. No. - N° de la modif.
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MTA-8-41147

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

6.5.2 Project Authority (to be filled out at the time of award)

The Project Authority for the Contract is:

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

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

6.5.3 Contractor's Representative (to be filled out by the bidder)

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

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ _____ (*insert the amount 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.

Note: **The Contract will be awarded in Canadian currency.** The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor.

6.6.2 Limitation of price

C6000C (2017-08-17) Limitation of Price

6.6.3 Single payment

H1000C (2008-05-12), Single Payment

6.6.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI).

6.6.5 SACC Manual Clauses

C2000C (2007-11-30), Taxes – Foreign-based Contractor

6.7 Invoicing Instructions

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

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

ESDC Comptes Payables Montréal
200 René-Levesque Blvd west.
Guy-Favreau Building, West Tower
Montreal, Qc, Canada, H7N 2X2

6.8 Certifications

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

(To be completed by the Bidder)

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 wordings 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 (2018-06-21), General Conditions - Goods (Medium Complexity);
 - (c) Annex A, Requirement;
 - (d) Annex B, Basis of payment;
 - (e) Annex C, Plans of the floors;
 - (f) Annex D, Insurance Requirements;
 - (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s).*

6.11 Insurance – Specific Requirements (See Annex D)

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The

Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.12 SACC Manual Clauses

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
A9068C (2010-01-11), Government Site Regulations
B1501C (2018-06-21), Electrical Equipment

ANNEX "A"

REQUIREMENT

CONTEXT OF THE REQUEST

In order to increase the processing capacity of the Processing Centre (PC) in Laval, a space optimization project was initiated to refit the existing workspace into universal workstations and add approximately 50 new workstations.

Adding these resources results in an increased level of noise distraction. A sound masking system is required to modulate conversational sounds and maximize confidentiality and acoustic comfort.

SCOPE

Request for proposal to provide and install the equipment required for a sound masking system sensitive to changes in ambient noise in work areas and meeting rooms. The system will be installed on the Laval PC premises and must cover the open areas of the ground floor and 2nd floor, excluding closed rooms. The supplier will be required to provide the number of controllers, sensors and speakers required in accordance with the plans provided.

MANDATORY TECHNICAL CRITERIA

The system must meet the following mandatory technical specifications.

Control unit

1. Front access to settings and adjustable inputs provided by a wall control module on each floor;
2. Independent control of 3 different zones (1 zone for the ground floor / 2 zones for the 2nd floor); between 100 and 120 emitters per zone;
3. Minimum masking area of 3200m² (total area to cover the two floors: ground floor and 2nd floor);
4. 12 to 24 W energy consumption (with battery backup);
5. Password or lock for security purposes.

Transmitter and speaker

6. 200 Hz to 5 kHz frequency response;
7. Minimum masking output between 40 and 48 dB (uniform distribution);
8. Minimum 2 pin speaker outputs;
9. Maximum weight of 3 lbs;
10. White units to attach to ceiling tiles, if visible;
11. Casing approved for plenum use.

INSTALLATION

Installation method

- Units installed in simple grid configuration.
- Emitters embedded or installed above a ceiling panel.
- Cabling using standard CAT3, CAT5 or CAT6 series cables.
- Mechanical lifting devices are permitted to facilitate access to the ceiling where space permits.
- The system must cover only the open areas on the ground floor and the 2nd floor. Therefore, all closed rooms and bathrooms are excluded.

Constraints

- Installation work must be performed on Fridays between 4:00 pm and 10:00 pm and on Saturdays and Sundays between 7:00 am and 6:00 pm to avoid interfering with normal PC operations.
- Height of ground floor ceilings:
 - o Zone A = $\pm 2760\text{mm}$ (9'0")
 - o Almost everywhere else = $\pm 2600\text{mm}$ (8'6")
- 2nd floor ceiling height:
 - o Zone F = $\pm 2600\text{mm}$ (8'6")
 - o Zone G = $\pm 2600\text{mm}$ (8'6")

DELIVERY TIMELINE

Start date: As soon as possible.

End date: As soon as possible, preferably before March 31, 2019.

TIMES FOR MODULE INSTALLATION

Installation of wiring and start-up of the system shall be done at night outside regular hours when there is no activity or noise on the premises, except normal ventilation noise.

It must therefore be performed on Fridays between 4:00 pm and 10:00 pm and on Saturdays and Sundays between 7:00 am and 6:00 pm.

DELIVERY AND INSTALLATION ADDRESS

Laval Processing Centre
Jeanne Sauvé Building
1575 Chomedey Blvd
Laval, QC, H7N 2X2

FLOOR PLANS

See Annex C for ground floor and 2nd floor plans (only French version available).

Solicitation No. - N° de l'invitation
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Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

ITEMS	PRICE *
1. Sound Masking System for Ground Floor - in accordance with Annex A	_____ \$
1.1 Installation, commissioning and adjustment (on a 12 month period)	_____ \$
1.2 Travelling and delivery cost	_____ \$
2. Sound Masking System for 2nd Floor - in accordance with Annex A	_____ \$
1.2 Installation, commissioning and adjustment (on a 12 month period)	_____ \$
2.1 Travelling and delivery cost	_____ \$
TOTAL	_____ \$

*If other currency than \$ CAD, please indicate: _____

***Applicable taxes extra;
Customs duties are included.***

Solicitation No. - N° de l'invitation
G9292-191238/A
Client Ref. No. - N° de réf. du client
G9292-191238

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-8-41147

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEXE « C »

ROUND FLOOR AND 2ND FLOOR PLANS

(2 ATTACHMENTS / FRENCH VERSION ONLY)

ANNEXE « D »

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

-
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "E"

MANDATORY TECHNICAL CRITERIA TO BE DEMONSTRATED

Criterion number (See Annex A)	Mandatory technical criteria	Reference: Please specify where can be found these criteria within your technical bid/ descriptive documents and/or technical literature/notes.
Control unit – Sound Masking System		
1	Front access to settings and adjustable inputs provided by a wall control module on each floor;	
2	Independent control of 3 different zones (1 zone for the ground floor / 2 zones for the second floor); between 100 and 120 emitters per zone;	
3	Minimum masking area of 3200m2 (total area to cover the two floors: ground floor and 2nd floor);	
4	12 to 24 W energy consumption (with battery backup);	
5	Password or lock for security purposes.	
Transmitter and speaker – Sound Masking System		
6	200 Hz to 5 kHz frequency response;	
7	Minimum masking output between 40 and 48 dB (uniform distribution);	

Solicitation No. - N° de l'invitation
G9292-191238/A
Client Ref. No. - N° de réf. du client
G9292-191238

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-8-41147

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

8	Minimum 2 pin speaker outputs;	
9	Maximum weight of 3 lbs;	
10	White units to attach to ceiling tiles, if visible;	
11	Casing approved for plenum use.	

Solicitation No. - N° de l'invitation
G9292-191238/A
Client Ref. No. - N° de réf. du client
G9292-191238

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-8-41147

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

COMPLETE LIST OF COMPANY BOARD OF DIRECTORS

NOTE TO BIDDERS:

WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS

PROCUREMENT - BUSINESS NUMBER (PBN): _____

Solicitation No. - N° de l'invitation
G9292-191238/A
Client Ref. No. - N° de réf. du client
G9292-191238

Amd. No. - N° de la modif.
File No. - N° du dossier
MTA-8-41147

Buyer ID - Id de l'acheteur
mta030
CCC No./N° CCC - FMS No./N° VME

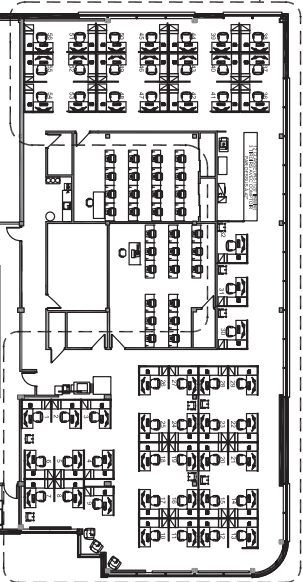
ANNEX "G"

ELECTRONIC PAYMENT INSTRUMENTS

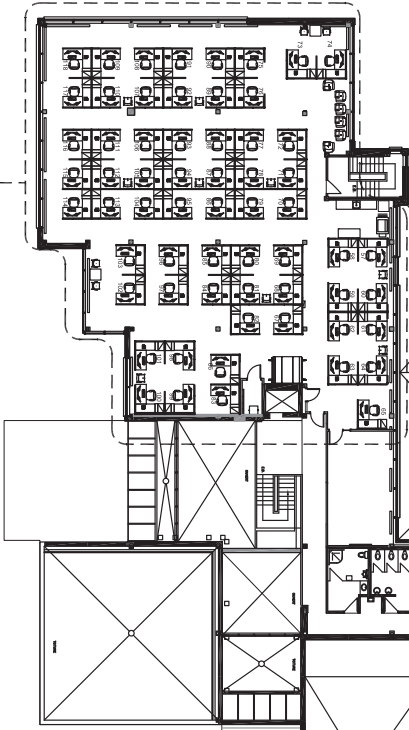
The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI).

SECTION F
POSTES EXISTANT: 37
POSTES NOUVEAUX: 53
AJOUT DE 16 POSTES



SECTION G
POSTES EXISTANT: 54
POSTES NOUVEAUX: 62
AJOUT DE 8 POSTES



PROJET COMPLET

NOMBRE DE POSTE DE TRAVAIL TOTAL			
ZONE	EXISTANT	NOUVEAU	AJOUT
ZONE A	45	50	5
ZONE B	16	23	7
ZONE C	33	37	4
ZONE D	30	34	4
ZONE E	39	44	5
ZONE F	37	53	16
ZONE G	54	62	8
TOTAL	254	303	49