



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Government of Canada Building

101 - 22nd Street East, Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

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/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

Title - Sujet Cable TV System Upgrade	
Solicitation No. - N° de l'invitation 21120-193016/A	Date 2019-02-07
Client Reference No. - N° de référence du client 21120-193016	
GETS Reference No. - N° de référence de SEAG PW-\$STN-191-5124	
File No. - N° de dossier STN-8-41074 (191)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-03-20	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gerstmar, Denise	Buyer Id - Id de l'acheteur stn191
Telephone No. - N° de téléphone (306) 241-1018 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Stony Mountain Institution Correctional Services Canada Highway #7 North at Stony Mountain Stony Mountain MB R0C 3A0	

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

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
2.6 BIDDERS' CONFERENCE	6
2.7 MANDATORY SITE VISIT	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	9
PART 6 - INSURANCE REQUIREMENTS	10
6.1 INSURANCE REQUIREMENTS	10
PART 7 - RESULTING CONTRACT CLAUSES	10
7.1 STATEMENT OF WORK.....	10
7.2 STANDARD CLAUSES AND CONDITIONS.....	10
7.3 SECURITY REQUIREMENTS	10
7.4 TERM OF CONTRACT	10
7.5 AUTHORITIES	11
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	12
7.7 PAYMENT	12
7.8 INVOICING INSTRUCTIONS	13
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.10 APPLICABLE LAWS.....	14
7.11 PRIORITY OF DOCUMENTS	14
7.12 SACC MANUAL CLAUSES.....	14
7.13 INSURANCE REQUIREMENTS	14

Solicitation No. - N° de l'invitation 21120-193016/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur stn191
Client Ref. No. - N° de réf. du client 21120-193016	File No. - N° du dossier STN-8-41074	CCC No./N° CCC - FMS No./N° VME

ANNEX “A”	15
STATEMENT OF WORK OR REQUIREMENT	15
ANNEX “B”	27
BASIS OF PAYMENT	27
ANNEX “C”	28
INSURANCE	28
ANNEX “D” TO PART 3 OF THE BID SOLICITATION	29
ELECTRONIC PAYMENT INSTRUMENTS	29

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, and the Insurance Requirements.

1.2 Summary

The Correctional Service of Canada (CSC) has a requirement to upgrade the Cable Television Network at Stony Mountain Institution (SMI).

Stony Mountain Institution is in Stony Mountain, Manitoba, approximately 11 kilometers north of Winnipeg on Provincial Highway 7. It is a multi-level security facility for men. There are five medium-security units a maximum-security unit, 25 minimum-security houses and a 50 bed minimum security building. There are two Aboriginal Pathways healing units, one medium and one minimum.

The contractor must design, supply, install, test, document and provide operational and technical training on a Cable Television (CATV) network as described in the Statement of Work (SOW) in Annex A of the Request for Proposal (RFP). The contractor must provide acceptable documentation for the operation and the maintenance of this equipment. The CATV cable and equipment throughout Stony Mountain Institution needs to be upgraded to provide acceptable signal quality to each outlet in accordance to CSC specifications and standards.

The contractor must take every precaution to minimize any disturbance to institutional operations. While on site, the contractor and his staff must cooperate fully with operational staff and conform to all security requirements. The contractor will be escorted at all times.

The upgrade of the Cable Television Network must be completed on or before October 31, 2019.

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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

There is a mandatory bidders conference/site visit associated with this requirement where personnel security screening is required prior to gaining access to sites. Consult Part 2 – Bidder Instructions.”

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.”

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

The [2003-1](#) (2015-04-01), Supplemental Standard Instructions - Telecommunications, 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 in the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "**former public servant**" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"**pension**" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 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.

2.5 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.

2.6 Bidders' Conference

A bidders' conference will be held at **Stony Mountain Institution, Highway #7 North, Stony Mountain, Manitoba, R0C-3A0 on 5 March 2019**. The conference will begin at **9am CST**, in **Building A1, room 320**. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than **28 February 2019, 12 PM CST**.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.7 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 **Stony Mountain Institution, Highway #7 North, Stony Mountain, Manitoba, R0C 3A0 on 5 March 2019**. The site visit will begin at **9am CST**, in **Building A1, room 320**.

Bidders must communicate with the Contracting Authority no later than **28 February 2019 at 12pm CST 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.

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: Financial Bid
Section II: 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: Financial Bid
Section II: Certifications

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.

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. 

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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "D" 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.

3.1.3 Exchange Rate Fluctuation

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

Section II: 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

- Must be able to provide the full scope of work as described in Annex A – Statement of Work (by submitting a bid, the bidder is stating that they can and will perform the work as described in Annex A, Statement of Work). This includes:
 - Removal of Existing Equipment;
 - The contractor must replace and install new CATV cable, splitters, amplifiers cable and connectors as specified in this SOW from the head end to each outlet. The head end is located in Living Unit 5 and distribution is in accordance to attached drawings
 - The contractor must label all cables and cable runs. The labelling method must be logical and conform to industry standards. All cables must be identified with commercially produced or machine printed alpha numeric labels protected by clear heat shrink tubing. Hand printed labels are not acceptable. The labelling must be presented in a logical sequence as part of the documentation, as-built submissions
 - Cable identification labels must be attached as follows:
 - within 30 cm of the termination for both ends.
 - in the middle of any access point, i.e. pull box, wall shaft opening, cable tray, etc.
 - Preparing a Preliminary Design Report (PDR)
 - Conducting a Final Design Meeting;
 - Submitting a Safety Plan prior to the commencement of the work

Compliance: **Yes** _____ **No** _____

- Must be able to provide pricing as detailed in Annex B – Basis of Payment

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

Compliance: Yes _____ No _____

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

4.2 Basis of Selection

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

SACC Manual Clause [A0069T](#) (2007-05-25), Basis of Selection

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 Integrity declaration form available on the [Forms for the Integrity Regime](#) 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

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 – INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4005](#) (2012-07-16), Telecommunications Services and Products

[4012](#) (2012-07-16), Goods - Higher Complexity

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of the issuance of the Contract to **31 October 2019**.

7.4.2 Delivery Date

All the deliverables must be received on or before **31 October 2019**.

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Gerstmar
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western
Address: 600 – 2010 12th Avenue, Regina SK S4P 0M3
Telephone: 306-241-1018
Facsimile: 306-975-5397
E-mail address: denise.gerstmar@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.

7.5.2 Project Authority

The Project Authority for the Contract is:

To be inserted at Contract Award

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.

7.5.3 Contractor's Representative

Name: _____
Title: _____
Company: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B – Basis of Payment. 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.

7.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

7.7.3 Milestone Payments - Subject to holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 15 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the total amount for all milestone payments paid by Canada does not exceed 45 percent of the total amount to be paid under the Contract;
 - c. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
 - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

7.7.4 Schedule of Milestones

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

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	Preliminary Design Report PDR (After the PDR is received by CSC)	15% of the contract price	
2	Final Design Report (After the report is received by CSC)	15% of the contract price	
3	Final Design Meeting (After this meeting has occurred)	15% of the contract price	
4	Completion of the of the Cable System Upgrade	45% of the contract price	
5	Release of the holdback	10% of the contract price	

7.7.5 T1204 - Direct Request by Customer Department

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

7.7.6 Taxes - Foreign-based Contractor

SACC Manual clause [C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

7.7.7 Electronic Payment of Invoices – Contract

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

To be inserted at Contract Award

7.8 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:
 - 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.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4005 (2012-07-16), Telecommunications Services and Products;
- (c) the supplemental general conditions 4012 (2012-07-16), Goods, Higher Complexity;
- (d) the general conditions 2035 (2018-06-21), Higher Complexity Services;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements;
- (h) the Contractor's bid dated _____, *(insert date of bid)*

7.12 SACC Manual clauses

A9068C (2010-01-11), Government Site Regulations
B1501C (2018-06-21), Electrical Equipment
B7500C (2006-06-16), Excess Goods

7.13 Insurance Requirements

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.

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

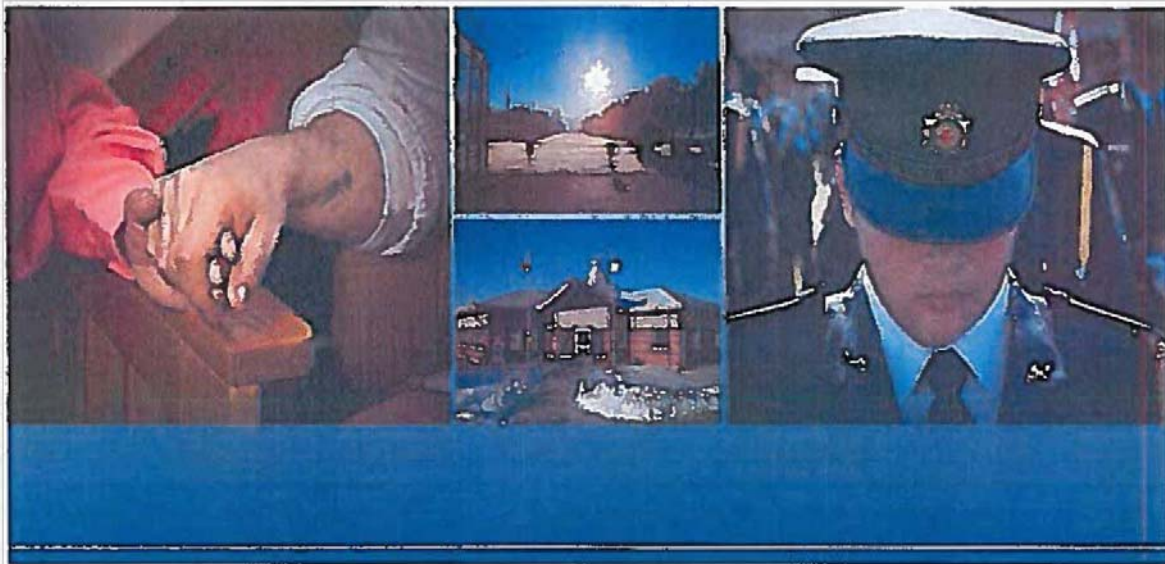
File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

ANNEX "A" STATEMENT OF WORK

CORRECTIONAL SERVICE CANADA | SERVICE CORRECTIONNEL CANADA

CHANGING LIVES. PROTECTING CANADIANS | TRANSFORMONS DES VIES. PROTÉGEONS LES CANADIENS



STATEMENT OF WORK UPGRADE OF CABLE TELEVISION SYSTEM STONY MOUNTAIN INSTITUTION

This Statement of Work is approved by the Correctional Service of Canada for the replacement of the Cable Television System at Stony Mountain Institution.

Prepared by:
Correctional Service Canada
Chief Electronic Systems Maintenance

Approved by:
Correctional Service Canada
A/Director, Electronic Security Systems

Reviewed by:
Electronic Systems and Installation Engineer
Electronic Security Systems

UPGRADE OF CABLE TELEVISION SYSTEM STONY MOUNTAIN INSTITUTION

This Statement of Work is approved by the Correctional Service of Canada for the replacement of the cable Television System at Stony Mountain Institution.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	16
ABBREVIATIONS.....	17
DEFINITIONS.....	17
1.0 INTRODUCTION	18
1.1 General.....	18
1.2 Scope.....	18
1.3 Requirement.....	18
2.0 APPLICABLE DOCUMENTS.....	19
2.1 Applicability	19
2.2 Specifications	19
2.3 Language	20
2.4 Drawings.....	20
3.0 OPERATIONAL CRITERIA.....	20
3.1 General	20
3.2 Environmental Conditions	20
4.0 TECHNICAL REQUIREMENTS.....	20
4.1 Removal of Existing Equipment	21
5.0 ADDITIONAL REQUIREMENTS.....	21
5.1 Maintenance Training.....	21
5.2 Manuals and Drawings.....	21
5.3 List of Equipment	21
5.4 Baseline Measurements.....	21
5.5 Acceptance Testing Procedures (ATP).....	22
5.6 Spares.....	22
5.7 Schedule	23
5.8 Operational Down-Time	23
5.9 Institutional Operations	23
5.10 Institution Address	23
5.11 Safety.....	23
5.12 Schedule of Events.....	23

Schedule A Maintenance Handover Report Form

Schedule B Safety Regulations for Security Electronics Contractors Working at CSC Institutions

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

ABBREVIATIONS

The following abbreviations are used in this specification:

CSC	Correctional Service Canada
DA	Design Authority
CATV	Cable Television
SOW	Statement of Work
PDR	Preliminary Design Report
FDR	Final Design Report

DEFINITIONS

The following definitions are used throughout this specification:

Design Authority:	Director, Engineering Services, Correctional Service of Canada (CSC)
Contract Authority:	Public Works & Government Services Canada
Contractor:	The company selected as the successful bidder on the contract.

1.0 INTRODUCTION

1.1 General

The Correctional Service of Canada (CSC) has a requirement to upgrade the Cable Television Network at Stony Mountain Institution (SMI)

Stony Mountain Institution is in Stony Mountain, Manitoba, approximately 11 kilometers north of Winnipeg on Provincial Highway 7. It is a multi-level security facility for men. There are five medium-security units a maximum-security unit, 25 minimum-security houses and a 50 bed minimum security building. There are two Aboriginal Pathways healing units, one medium and one minimum.

1.2 Scope

The contractor must design, supply, install, test, document and provide operational and technical training on a Cable Television (CATV) network as described in this Statement of Work (SOW). The contractor must provide acceptable documentation for the operation and the maintenance of this equipment. The CATV cable and equipment throughout Stony Mountain Institution needs to be upgraded to provide acceptable signal quality to each outlet in accordance to CSC specifications and standards.

1.3 Requirement

The purpose of this SOW is to define the technical aspects and describe specific work requirements with respect to the installation of the CATV at this Institution.

This SOW will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement. Existing wire is excessively corroded in places due to high humidity and leaky pipes etc. The contractor must to install new conduit, signal amplifiers, splitters, cable and connectors in various locations of the institution.

Preliminary Design Report (PDR)

The preliminary design baseline will be established by the review and approval of the preliminary design report (PDR) by the Design Authority (DA) or his designate. Specifications, drawings and the approved PDR will make up the preliminary design baseline.

The contractor must prepare and submit two (2) copies of the PDR to the Design Authority and one (1) copy to the Contract Authority at least ten (10) days prior to the PDR meeting. The PDR must consist of:

- a. performance specifications with functional block diagrams of the proposed system. The technical analysis and equipment performance data must verify system requirements;
- b. preliminary equipment layouts including control consoles and racks;
- c. list of off-the-shelf equipment with part number, model number, manufacturer and the quantity of each item;
- d. list of custom designed equipment with model number and the quantity of each item;
- e. functional schematics for all custom designed equipment;
- f. conceptual drawings for all custom designed equipment;
- g. a proposed product assurance plan;
- h. a proposed maintenance plan;
- i. proposed sparing plan; and
- j. proposed training plan.

Preliminary Design Review

The PDR meeting must be convened by the contractor to review the PDR contents. The contractor must provide the venue and all of the necessary facilities. The Design Authority will identify any portions of the PDR that are not acceptable to CSC.

Final Design Report (FDR)

The final design baseline will be established by the review and approval of the Design Authority of the final design report (FDR). It establishes the start of change control in equipment design and performance. The FDR must consist of:

- a. all elements of the preliminary design baseline;
- b. control console mock-ups, ergonomics considerations, etc., as necessary;
- c. drawings and operational descriptions for the custom designed equipment including interface specifications;
- d. Installation drawings and instructions; and
- e. availability model and analysis updates to reflect the final system design and hardware selection.

The FDR must be prepared to good commercial practice. Two (2) copies must be submitted to the Authority at least ten (10) working days before the FDR meeting.

Final Design Review

The final design review meeting will be convened to review the contents of the FDR. The contractor must provide the venue and all of the necessary facilities. All of the contractor's staff responsible for the system/equipment engineering must be available.

2.0 APPLICABLE DOCUMENTS

2.1 Applicability

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

2.2 Specifications

The following electronics engineering documents form part of this STR:

ES/SPEC-1000	Electronics Engineering Specification, Cable Television Distribution System for Use in Federal Correctional Institutions
IEC EN60950-1	International Electro-Technical Commission Information technology equipment Safety
IEC EN55024	International Electro-Technical Commission Information technology equipment Immunity characteristics – Limits and methods of measurement
CAN/CSA-C22.2	NO. 60950-1-07 Information technology equipment – Safety
EIA-310-D	Electronic Industry Association Standard for Racks, Panels and Associated Equipment

2.3 Language

The language at all Institutions as identified in this SOW is English; therefore, all related documentation for this project will be in English. The operator manuals, maintenance manuals and as-built documents must be provided in English.

2.4 Drawings

Included

3.0 OPERATIONAL CRITERIA

3.1 General

The operational parameters of the CATV must meet or exceed the performance and operational requirements in accordance with the specifications in this SOW. There must be minimal disruption to existing signal quality and service during the course of the project. The contractor must provide a phased approach cut-over plan. This must include signal quality level checks to each CATV drop in accordance to CSC specifications.

3.2 Environmental Conditions

All materials and equipment which are used in CSC installations must be equal to, or better than the standards established in the original equipment and must be chosen with due consideration being given to the intended use, safety, retention of appearance, maintainability and durability under rugged operating conditions. These materials must be suitable to perform over the following environmental ranges:

a. Indoor Equipment

Temperature: 0° C to 40° C; and
Humidity: 20% to 95% non-condensing.

Complete assemblies of indoor equipment must be resistant to liquid spills, airborne contaminants (dust, pollen and water droplets), shock and vibration.

b. Outdoor Equipment

Temperature: -40° C to +50° C; and
Humidity: 0 to 100%, condensing.

Outdoor equipment must operate reliably and not be damaged by combinations of direct exposure to the sun, wind, rain, lightning, hail, snow and ice as may be expected to occur at each institution location. Complete assemblies of outdoor equipment must be resistant to liquid spills, airborne contaminants (dust, pollen and water droplets), shock and vibration.

4.0 TECHNICAL REQUIREMENTS

The contractor must replace and install new CATV cable, splitters, amplifiers cable and connectors as specified in this SOW from the head end to each outlet. The head end is located in Living Unit 5 and distribution is in accordance to attached drawings.

The contractor must label all cables and cable runs. The labelling method must be logical and conform to industry standards. All cables must be identified with commercially produced or machine printed alpha numeric labels protected by clear heat shrink tubing. Hand printed labels are not acceptable. The labelling must be presented in a logical sequence as part of the documentation, as-built submissions.

Cable identification labels must be attached as follows:

- a. within 30 cm of the termination for both ends.
- b. in the middle of any access point, i.e. pull box, wall shaft opening, cable tray, etc.

4.1 Removal of Existing Equipment

The contractor must remove all of the redundant cables, conduit and equipment located in and on various buildings. Care must be taken to ensure that any cables and conduits of other systems are not damaged. All electronic equipment must be handed over to CSC in good condition. The contractor must dispose of all of the removed cables and conduit off site in an environmentally friendly way.

The contractor must provide, to the Design Authority, a list of all equipment removed. This list must contain the following information as a minimum; location, make, model and serial number. This information will be used to ensure the removal of the equipment from the maintenance contract, and its proper disposal

5.0 ADDITIONAL REQUIREMENTS

5.1 Maintenance Training

The contractor must prepare and present a one-day training course to individuals responsible for the site maintenance and repair of the CATV system. The course must concentrate heavily on the material contained in the maintenance manual and as-built drawings. Attendees must be shown location of the main distribution locations and respective signal levels. The course must be presented on site within two weeks of the successful acceptance testing of the system. The course must be presented in English to one group of five technicians. The training course and training materials must be approved by the DA before the course is given.

5.2 Manuals and Drawings

The following items make up the final documentation requirements:

- a. Operator Manual,
- b. Maintenance Manual,
- c. Installation As-built Drawings,
- d. Equipment As-built Drawings, and
- e. Equipment Operating Software. (if applicable)

The contractor must prepare and submit all manuals and drawings to the Design Authority for review and approval. The manuals and drawings will be approved when all changes have been incorporated. All drawings must be produced in AUTOCAD and PDF (latest available version).

The contractor must provide four copies of the maintenance manual in English to the Design Authority, the Regional Telecommunications and Electronics Officer (RTEO) and ADGA Headquarters (Brian Cooper). The maintenance manuals must include completed copies of the Acceptance Test Plan (ATP). Four copies of all documentation must be provided in PDF on CDs.

5.3 List of Equipment

The contractor must provide a list of equipment itemizing the location, quantity, model number, serial number and revision level of all installed equipment.

5.4 Baseline Measurements

The contractor must provide a copy of the final test results. These results will be used as a reference baseline measurement for monitoring system degradation over time. This information must be included in the final documentation.

5.5 Acceptance Testing Procedure (ATP)

The technical acceptance process must involve system and subsystem evaluation in accordance with the applicable CSC specifications, at Stony Mountain Institution, to verify the effectiveness of the proposed technologies when subjected to the restrictive operational environment.

The contractor must provide a detailed ATP to the DA, or his designated representative, by email, for approval at least two weeks prior to the start of installation of the systems.

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

The contractor must provide a fully completed and signed copy of the ATP to the DA, or his designated representative, by fax or email, at least two working days prior to the start of the final ATP testing. This copy of the ATP must include all of the results of the tests.

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

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

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

If the DA during the ATP testing finds a minor deficiency that does not affect the operational effectiveness of the systems, the ATP testing may continue. If a major deficiency is found during the ATP testing that does affect the operational effectiveness of the equipment or system; the testing must cease until the deficiency has been corrected.

ATP testing must be done during normal working hours, 08:00 to 16:00, Monday to Friday.

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

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

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

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

5.6 Spares

The contractor must recommend the type and quantity of spares required to support:

- a. installation and on-site testing; and
- b. operational requirements.

5.7 Schedule

The contractor must provide a detailed work schedule for the installation activities. This schedule must reflect the complete implementation plan by identifying the nature of the work to be performed and the area affected.

5.8 Operational Down-Time

The existing CATV equipment and systems operational down time must be kept to a minimum. All down time must be coordinated with the institution's representative as identified at the bidder's and/or the start-up meeting. The contractor's staff may be required to work during evenings, nights and/or weekends to reduce the amount of down time and to meet operational requirements.

5.9 Institutional Operations

The contractor must take every precaution to minimize any disturbance to institutional operations. While on site, the contractor and his staff must cooperate fully with operational staff and conform to all security requirements. The contractor will be escorted at all times.

5.10 Institution Addresses

Correctional Service Canada
Stony Mountain Institution
P.O. Box 4500
Highway #7
Winnipeg Manitoba R3C 3W8

Telephone : *To be inserted at Contract Award*

Fax : *To be inserted at Contract Award*

Contact : *To be inserted at Contract Award*

5.11 Safety

The contractor must, at all times, be in full compliance with safety practices in accordance to Schedule B.

5.12 Schedule of Events

		Details	To be completed by:
STEP 1	Preliminary Design Report PDR	To be submitted after Contract award	Contractor
STEP 2	Preliminary Design Review	To occur after the Preliminary Design Report is received.	Design Authority
STEP 3	Final Design Report	Will be established by the review and approval of the Design Authority	Design Authority Contractor
STEP 4	Final Design Meeting	Will be convened to review the contents of the Final Design Report - All of the contractor's staff responsible for the system/equipment engineering must be available.	Design Authority Technical Authority Contractor
** The Contractors Safety Plan must be completed and on site before work is to commence.			

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

Schedule A

CORRECTIONAL SERVICE OF CANADA **TECHNICAL SERVICES BRANCH - ELECTRONICS SYSTEMS** **MAINTENANCE HANDOVER REPORT FORM**

INSTITUTION: _____ DATE: _____

SYSTEM/EQUIPMENT: _____

APPLICABLE CONTRACT NO: _____

DSS FILE NO: _____

SPECIFICATIONS: _____

EQUIPMENT SUPPLIER (NAME AND ADDRESS): _____

SUPPLIER CONTACT (NAME AND TELEPHONE): _____

DEFICIENCIES:

None remain
List attached

☐
☐

DOCUMENTATION:

Maintenance manual:

Supplied
Due by

☐
October 31, 2019

As-built drawings, cabling and wiring diagrams:

Supplied
Due by

☐

Acceptance test results:

Supplied
Due by

☐

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

DISTRIBUTION OF DOCUMENTATION:

1 copy to CESM sent on: _____

1 copy to RATIS/RTEO sent on: _____

2 copies to institution sent on: _____

SPARES:

All delivered ☐

Delivery to be completed by _____

EQUIPMENT LIST:

See attached list. ☐

MAINTENANCE TRAINING:

Completed ☐

Scheduled for: _____

SIGNATURE: _____

Project Manager

DISTRIBUTION:

CESM,
NHQ RATIS/RTEO,
RHQ AWMS, Institution

Schedule B

SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS WORKING AT CSC INSTITUTIONS

1. Acts and Regulations

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

2. Safety Plan

- a. The contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan must include a hazard assessment, controls, an emergency plan and a communications strategy.
- b. The contractor must complete a hazard assessment. All critical tasks and the associated hazards must be identified.
- c. Once hazards are identified, controls must be put in place to minimize the risks. The controls must include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
- d. An emergency plan must be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan must outline the emergency procedures to be taken in the event of an accident and must include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following:
 - Ambulance,
 - Fire Department,
 - Police Department,
 - Institutional Safety Officer

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

-
- e. A communications strategy must be put in place that will ensure that information concerning hazards, controls and the emergency plan is communicated to all of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.
 - f. The Safety Plan must address and confirm to the Acts and Regulations identified in Paragraph 1.a. above.
 - g. The submission of the Safety Plan to Correctional Service Canada will not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

3. Safety Training

All of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution must have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

ANNEX "B"

BASIS OF PAYMENT

- ❖ Bidder must quote a firm, all-inclusive price, including all materials, equipment and travel needed to upgrade cable TV System as detailed in Annex A – Requirement. All surcharges (if applicable) must be included in the price quoted herein.
- ❖ Prices in Canadian Dollars
- ❖ FOB Destination
- ❖ Price includes all shipping and delivery charges
- ❖ GST is to be excluded from price quoted herein
- ❖ GST will be shown as a separate item on the invoice

The Bidder offers to Canada to perform and complete the Work for the Cable TV System Upgrade project in accordance with Annex A – Statement of Work (SOW), for the Amount of:

\$ _____

Schedule of Milestones

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

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	Preliminary Design Report PDR	15% of the contract price	After the PDR is received by CSC
2	Final Design Report	15% of the contract price	After the report is received by CSC
3	Final Design Meeting	15% of the contract price	After this meeting has occurred
4	Completion of the of the Cable System Upgrade	45% of the contract price	
5	Release of the holdback	10% of the contract price	

ANNEX "C"

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.

Solicitation No. - N° de l'invitation
21120-193016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
stn191

Client Ref. No. - N° de réf. du client
21120-193016

File No. - N° du dossier
STN-8-41074

CCC No./N° CCC - FMS No./N° VME

**ANNEX “D”
to PART 3 OF THE BID SOLICITATION**

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder 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);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)