



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
Room 310,  
269 Main Street,  
Winnipeg  
Manitoba  
R3C 1B3  
Bid Fax: (204) 983-0338

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

### 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 -  
Western Region  
Room 310,  
269 Main Street,  
Winnipeg  
Manitoba  
R3C 1B3

<b>Title - Sujet</b> Furniture	
<b>Solicitation No. - N° de l'invitation</b> M5000-197162/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> M5000-197162	<b>Date</b> 2019-08-02
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-006-10869	
<b>File No. - N° de dossier</b> WPG-9-42049 (006)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-08-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Graham, Danielle	<b>Buyer Id - Id de l'acheteur</b> wpg006
<b>Telephone No. - N° de téléphone</b> (204) 292-2872 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Royal Canadian Mounted Police K Division Headquarters 11140-109th Street Edmonton, AB T5G 2T4	

Instructions: See Herein

Instructions: Voir aux présentes

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

This amendment # **001** to Solicitation **M5000-197162/A** is raised to address the following:

**Section A:** Questions and Answers.

**Section B:** Changes to the solicitation document.

**Section A:**

**Q1:** Will CAD drawings be available for the above project?

**A1:** No, CAD drawings will not be available.

**Q2:** Will you accept Cat 5 GoCUID 5KMSWFPSUF30WSXXXXX, which is a foam keyboard and mouse support rather than the gel requested; If not, could Cat 1 and 5 be awarded separately?

**A2:** GoCUID 5KMSWFPSUF30WSXXXXX will not be accepted, Category 1 and 5 can be awarded separately. Delete solicitation dated 2019-07-30 in its entirety. See Section B below for changes to the solicitation document.

**\*\* WE MOVED! Beginning July 22 bids will be received at Suite 310 - 269 Main Street, Winnipeg, MB R3G 1B3. \*\***

**Section B:**

## **TABLE OF CONTENTS**

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

### **SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**

#### **Step 1. For Tier 2 and Tier 3 only**

Is this a Manufacturer Product Specific Procurement? No

**Step 2.** ☒ **Competitive** or ☐ **Non-Competitive**

For competitive Requirements when only one bid is received:

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.

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or

3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- One or more of the following price justifications:
  1. a current published price list indicating the percentage discount available to Canada; or
  2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  4. any other supporting documentation as requested by Canada.

Step 3. ☒ General or ☐ PSAB

#### Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The WTCM is the Workspaces Terms and Conditions Manual that contains all terms and conditions in full text that form part of individual RFBs under this SA.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

The Bidder must also provide the information at article 4 below at the time indicated in article 3.

#### Bid Evaluation

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

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid:	
Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	See page 1
To physical location (if applicable)	See page 1

<b>Additional Bid Submission option epost Connect service:</b>	<p>It is strongly encouraged to read the 2003 Standard Instructions - Goods or Services - Competitive Requirements, section 08 Transmission by facsimile or by epost Connect (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23</a>)</p> <p>In addition to the 2003 Section 08 instructions, please note that:</p> <ol style="list-style-type: none"> <li>1. <b>Do not wait until the closing day to start the "conversation".</b> Be aware that you will not be able to upload your bid documents until this step is completed.</li> </ol> <ul style="list-style-type: none"> <li>• Each region in Canada uses different e-post email address to receive bids. In this case, the e-post address you must use is: <a href="mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca">ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca</a>.</li> </ul>
<b>RFB Enquiries</b>	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	Four (4) business days

## SECTION 2 - RESULTING CONTRACT CLAUSES

1.	<b>Terms and Conditions of the Contract</b> The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	<b>Security Requirement</b> (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.		<b>Contractor may be escorted; possession of security clearance not required.</b> Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.		<b>Possession of security clearance(s) is required.</b> The Contractor must meet the security clearance requirements contained in the clausings in Annex B herein.
c.	x	<b>There is no security requirement associated with this contract.</b>
3.	<b>Requirement</b>	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	<b>Authorities</b>	
4.1	<b>Contracting Authority (IU)</b>	
	Name:	Danielle Graham
	Title:	Procurement Specialist
	Department/Agency/Crown Corporation:	Public Works and Government Services Canada o/a Public Services and Procurement Canada

	Address:	<b>PSPC Suite 310 - 269 Main Street, Winnipeg, MB R3C 1B3</b>
	Telephone No.:	<b>204-292-2872</b>
	E-mail address:	<b>Danielle.graham@pwgsc-tpsgc.gc.ca</b>
4.2	<b>Project Authority <i>[To be completed at contract award]</i></b> <i>The Project Authority (PA) is the representative of the department or agency for whom the Work is being carried out under the Contract including the provision to approve the authority to proceed for delivery and installation and is responsible for all matters concerning the technical content of the Work under the Contract.</i>  <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	<b>Contractor's Representative</b> As set out in Annex A, Table 9 below.	
5.	<b>Method of Payment</b> The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	<b>Invoicing</b> Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment: Name of the organization and contact: <i>[To be completed at contract award]</i> Address: see page 1	
7.	<b>Defence Contract. This clause applies if the box below is checked.</b>	
	<input type="checkbox"/>	The Contract is a defence contract within the meaning of the <i>Defence Production Act</i> , R.S.C. 1985, c. D-1.

## ANNEX A REQUIREMENT and BASIS OF PAYMENT

### 1. Security Requirement

#### Security Clearance Clause for Facility Access with Escort

The Contractor is required to have all persons working on site to be security cleared at the level of Facility Access with Escort as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP). The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

### 2. Category Selection

#### **Design Upgrade Rule:**

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

#### **NSA:**

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following category (ies) of work:

#### a. Category 1 – Interconnecting Panels and Freestanding Systems

☒ Category 1a – Interconnecting Panels (Refer to Annex C)

☒ Category 1b – Supporting components and freestanding furniture

#### **RULE: Metal Storage**

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

b. ☐ Category 2 – Freestanding Height Adjustable Desk / Table Products

- c. ☐ Category 3 – Metal Filing and Storage Cabinets

**RULE:** High Storage Products

Identifying the maximum height of the Personal Storage Towers, Wardrobes and Storage Cabinets is acceptable as per 6B. 4.1 of the SA.

Maximum Height for product #(s) \_\_\_\_\_ at article 3 of this Annex is \_\_\_\_\_.

- d. ☐ Category 4 – Wood Veneer – Freestanding Products

- e. ☒ Category 5 – Ancillary and Lighting Products

- f. ☐ Category 6 - Support Space – Collaborative Furniture

**RULE:** Category 6 can be further subdivided by space or like product in order to increase or allow competition. Space is defined as a location available for a particular purpose such as a meeting room space or a collaborative space. Like products are defined as products with similar design and construction. If NSA products form part of the requirement, the IU must validate the 30% NSA prior to subdividing the category. NSA products can be added to any subdivide or in its own subdivide.

The IU must identify how Category 6 will be subdivided in the Product Table for Category 6.

- g. ☒ NSA Product(s) – Category: 5

### 3. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.**

**\*\*Refer to article 6A.7 for instructions on how to submit products that are not approved in product listing.\*\***

In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

**Product Category 1A,1B:****Table 1 – Product Table**

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product (Additional product details may be inserted, if required as per 6B. 4.1 of the SA)	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 1A						
1	Refer to Annex C and Floor Plans.					\$
Category 1B						
2	1bFFHREN24L36WNOLNY	Free Standing Systems Fixed Height Work Surfaces (Laminate) Rectangular Panel Mounted Grommets 24X36X29	7		\$	\$
3	1bFFHREN24L42WNOLNY	Free Standing Systems Fixed Height Work Surfaces (Laminate) Rectangular Panel Mounted Grommets 24X42X29	67		\$	\$
4	1bFFHREN30L72WNOLNY	Free Standing Systems Fixed Height Work Surfaces (Laminate) Rectangular Panel Mounted Grommets 30X72X29	67		\$	\$
5	1bHOCAN15L42XFTXXKX	Hutches and Overheads Overhead Close Painted Metal Panel Mounted 15X42 Flip Top Keyed	67		\$	\$
6	1bSBBMCAL1524XXXXXX	Filing and Storage Pedestals Box/Box/File Mobile Casters Laminate 15X24, Keyed	67		\$	\$
				Product Total		\$



**Table 2 - Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 6	11140 – 109 Street Edmonton, AB T5G 2T4	ASAP	8:00 am to 4:00 pm	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 to 6	11140 – 109 Street Edmonton, AB T5G 2T4	ASAP	8:00 am to 4:00 pm	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Installation Total:	\$

**Table 4** – Optional Products -N/A**Table 5** – Optional Delivery -N/A**Table 6** – Optional Installation -N/A**Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

1.	Standard Finishes
1.1	IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes. Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.

	The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.	
<b>2.</b>	<b>Canada's Facilities to Accommodate the Delivery</b> <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i>  <i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i>	
<b>2.1</b>	Loading Dock/Location	
A	Location	11140 – 109 St NW; NW corner of the building
B	Dock	4' height dock with 3 EA 8' X 10' Bay Dock Doors
C	Lift	Exists with 12" trailer extension 7' X 6', lowers 10"
D	Door	80" X 49" – 2 doors between dock and elevator
E	Freight Elevator	Main floor, 100' from loading dock
F	Other (specify, if any)	
<b>3.</b>	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
<b>3.1</b>	Integrity Provisions	
<b>3.2</b>	Federal Contractor's Program for Employment Equity	
<b>3.4</b>	Product Conformance	
<b>3.5</b>	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA (if Applicable)	\$
5	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4) [to be removed at contract award]</b>	\$
6	<b>Contract Price(1+2+3+4): [applicable at contract award only]</b>	\$
7	<b>Applicable Taxes: [applicable at contract award only]</b>	\$
8	<b>Total Estimated Cost (6+7): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract		
	Name:	Telephone:	
		E-Mail:	
		Other:	

Table 1 – Product Table Category 5

Category 5						
1	5KMSWGPSUF30WSXXXXX	Keyboard and Mouse Support Surface With Gel Palm Support For 30" worksurface	67		\$	\$
<b>NSA products (must not exceed 30% of the firm quantity by category)</b>  The Supplier signs, and certifies that all the NSA products offered will conform to all specifications and meet the testing requirements detailed at Annex D.						
Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	NSA Product(s) Description	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$	
2	Task light Hung under Overhead storage ("G") LED UL listed 120V, 60 Hz transformer 50,000 hour average life span Colour temperature : 3300 K Maximum 11 watts power consumption	40		\$	\$	
				Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1 to 2	11140 – 109 Street Edmonton, AB T5G 2T4	ASAP	8:00 am to 4:00 pm	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5  **The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.				Delivery Total:	\$

**Table 3 – Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1 to 2	11140 – 109 Street Edmonton, AB T5G 2T4	ASAP	8:00 am to 4:00 pm	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	\$

**Table 4 – Optional Products**

Section A - IU REQUIREMENT			Section B – SUPPLIER'S BID		
#	NSA Product(s) Description	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
3	Task light Hung under Overhead storage ("G") LED UL listed 120V, 60 Hz transformer 50,000 hour average life span Colour temperature : 3300 K Maximum 11 watts power consumption	27		\$	\$
			Product Total		\$

**Table 5 – Optional Delivery**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$

3	11140 – 109 Street Edmonton, AB T5G 2T4	ASAP	8:00 am to 4:00 pm	_____ : weeks  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized delivery date taking into consideration the delivery time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Delivery Total:	\$

**Table 6 – Optional Installation**

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID	
Product Item # from Table 1	Location	Desired Date** (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
3	11140 – 109 Street Edmonton, AB T5G 2T4	ASAP	8:00 am to 4:00 pm	_____ : weeks from date of supply and delivery  <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Project Authority (PA) will provide the supplier the authority to proceed prior to the finalized installation date taking into consideration the installation time provided by the supplier. Canada will not be responsible if the supplier chooses to proceed without the PA authorization.</p>				Installation Total:	\$

**Table 7 – Standard Finishes and Canada's Facilities to Accommodate the Delivery and Certifications**

<b>1.</b>	<b>Standard Finishes</b>
1.1	<p>IU is to consult the Supplier's Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>
<b>2.</b>	<p><b>Canada's Facilities to Accommodate the Delivery</b></p> <p><i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>

2.1	Loading Dock/Location	
A	Location	11140 – 109 St NW; NW corner of the building
B	Dock	4' height dock with 3 EA 8' X 10' Bay Dock Doors
C	Lift	Exists with 12" trailer extension 7' X 6', lowers 10"
D	Door	80" X 49" – 2 doors between dock and elevator
E	Freight Elevator	Main floor, 100' from loading dock
F	Other (specify, if any)	
3.	<b>Continuance of Certifications</b>	
	The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces. Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

**Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)**

1	<b>Firm Product Total (Table 1)</b>	\$
2	<b>Firm Delivery Total (Table 2)</b>	\$
3	<b>Firm Installation Total (Table 3)</b>	\$
4	Optional Products (Table 4)	\$
5	Optional Delivery (Table 5)	\$
6	Optional Installation (Table 6)	\$
7	<b>Total Evaluated (Bid) Price* (1 + 2 + 3 + 4+5+6) [to be removed at contract award]</b>	\$
8	<b>Contract Price(1+2+3+4+5+6+7): [applicable at contract award only]</b>	\$
9	<b>Applicable Tax(es): [applicable at contract award only]</b>	\$
10	<b>Total Estimated Cost (8+9): [applicable at contract award only]</b>	\$

\* Applicable taxes extra.

**Table 9 – Bidder's Authorized Representative**

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**ANNEX B**  
**SECURITY REQUIREMENTS**

The security requirements set out in the attached Security Requirements Check List (SRCL) apply to and form part of the Contract.

**ANNEX C  
FLOOR PLAN(S)**

**INSTRUCTIONS TO BIDDERS:**

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).  
As a minimum the product listing must include the following information:
  - Supplier part numbers including NSA products forming part of this category;
  - brief product descriptions;
  - quantities;
  - firm unit prices.

\*\*\*\*\* Products from categories other than Category 1a shown on floor plan are for information purposes only\*\*\*\*\*

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

**\*At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

**Category 1a Requirement:**

**1) Floor Plan(s)**

\*\*\*See attached pdf and/or AutoCAD floor plan\*\*\*

**2) Panel Details**

- a. All required panel heights: [Seated Privacy Add-on Height](#);
- b. When power is required, the power is located [below](#) work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed: [Power Pole](#).

**3) Workstation Layout**

\*\*\*See attached Workstation Layouts\*\*\*

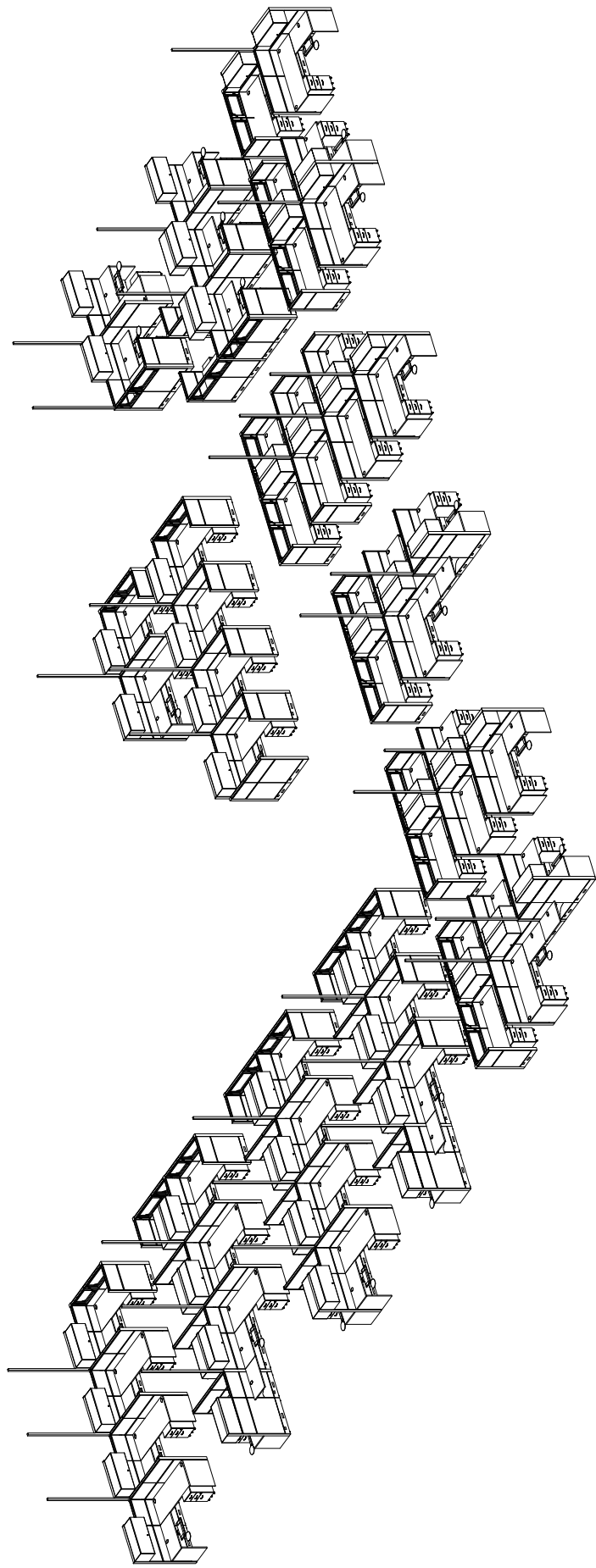
- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.

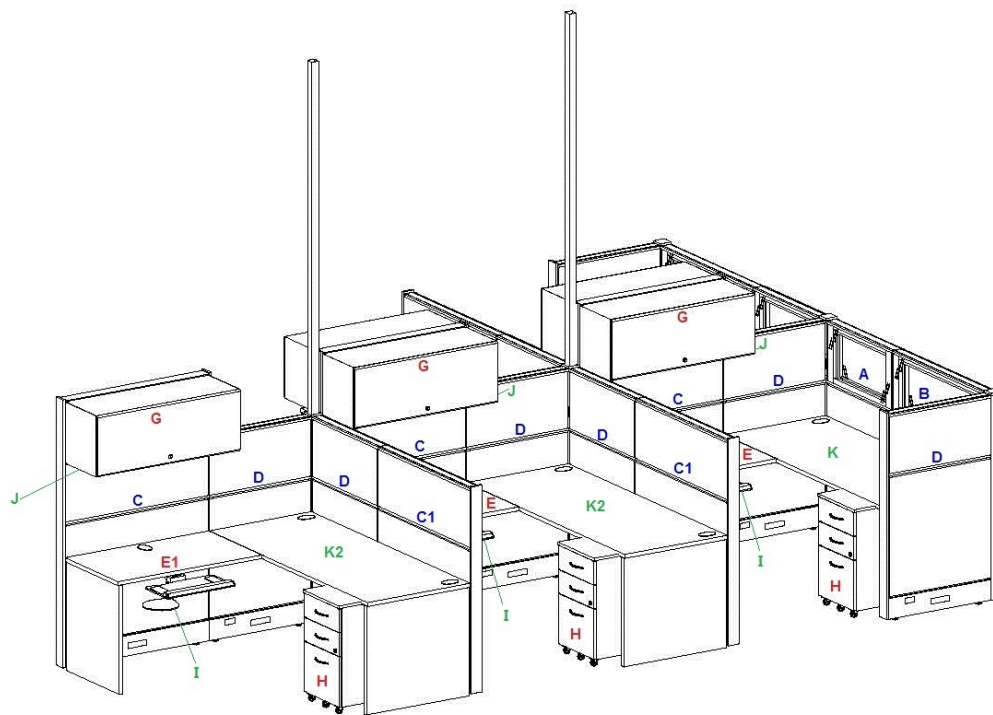
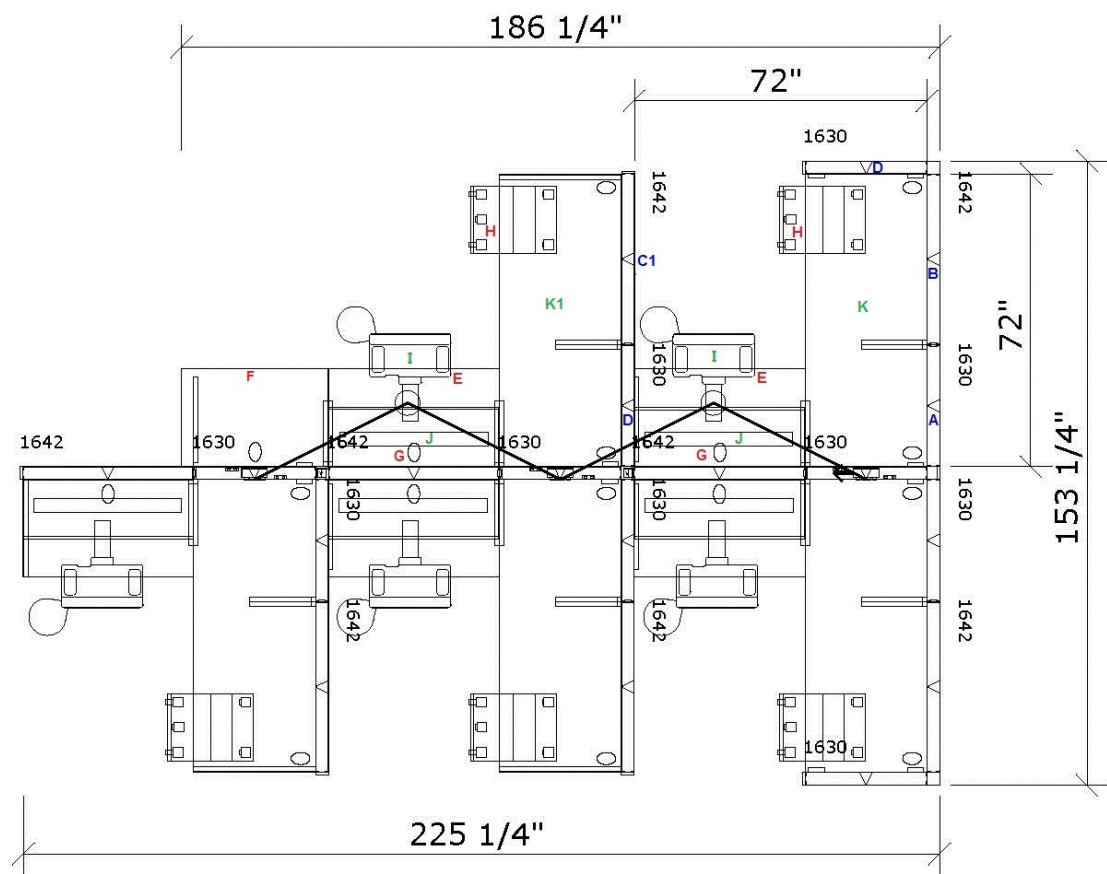


<b>Category 1A</b>	
<b>A</b>	Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise Non-Powered / Non-électrifié Lower Element, Élément inférieur 1 & 2: Fabric / tissu Upper Element, Élément supérieur 1&2: Frosted Glazed (Includes Frame and Galzing) / Cloisons vitré givré (comprend le cadre et la vitre) 30"W
<b>B</b>	Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise Non-Powered / Non-électrifié Lower Element, Élément inférieur 1 & 2: Fabric / tissu Upper Element, Élément supérieur 1&2: Frosted Glazed (Includes Frame and Galzing) / Cloisons vitré givré (comprend le cadre et la vitre) 42"W
<b>C</b>	Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise Powered outlet(s) Below Work Surface / Prise(s) électrique(s) au dessous de la surface de travail Lower Element, Élément inférieur 1 & 2: Fabric / tissu Upper Element, Élément supérieur 1&2: Tackable Surface / surface punaisable 42"W
<b>C1</b>	Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise Non-Powered / Non-électrifié Lower Element, Élément inférieur 1 & 2: Fabric / tissu Upper Element, Élément supérieur 1&2: Tackable Surface / surface punaisable 42"W
<b>D</b>	Seated Privacy Height Add On / Panneau additionnel pour intimité en position assise Non-Powered / Non-électrifié Lower Element, Élément inférieur 1 & 2: Fabric / tissu Upper Element, Élément supérieur 1&2: Tackable Surface / surface punaisable 30"W
<b>Category 1B: Free Standing Systems, Credenzas and Hutches, Filing and Storage</b>	
<b>E, E1, E2</b>	Free Standing Systems / Fixed Height Work Surfaces (Laminate) / , Rectangular / Rectangulaire, Panel Mounted / Monté sur cloison, and/or worksurface support plus gable end Grommets / , 24X42X29
<b>F</b>	Free Standing Systems / Fixed Height Work Surfaces (Laminate) / , Rectangular / Rectangulaire, Panel Mounted / Monté sur cloison, Grommets / , 24X36X29

<b>G</b>	Hutches and Overheads / , Overhead Close / , Painted Metal / , Panel Mounted / Monté sur cloison, 15X42, Flip Top / , Keyed /
<b>H</b>	Filing and Storage / Pedestals Box/Box/File / Caissons Deux tiroirs ordinaire et un tiroir classeur, Mobile / , Casters / Roulettes, Laminate / , 15X24, Keyed /
<b>K, K1, K2</b>	Free Standing Systems / Fixed Height Work Surfaces (Laminate) / , Rectangular / Rectangulaire, Panel Mounted / Monté sur cloison, and/or worksurface support plus gable end Grommets / , 30X72X29
<b>Category 5</b>	
<b>I</b>	Keyboard and Mouse Support Surface / Support pour clavier et souris, With Gel Palm Support / For 30" worksurface/
<b>Category 5 Non-SA</b>	
<b>J</b>	Task Light / Hung Under Overhead Storage ("G") / LED UL listed 120V, 60 Hz transformer 50,000 hour average life span Colour temperature : 3300 K Maximum 11 watts power consumption

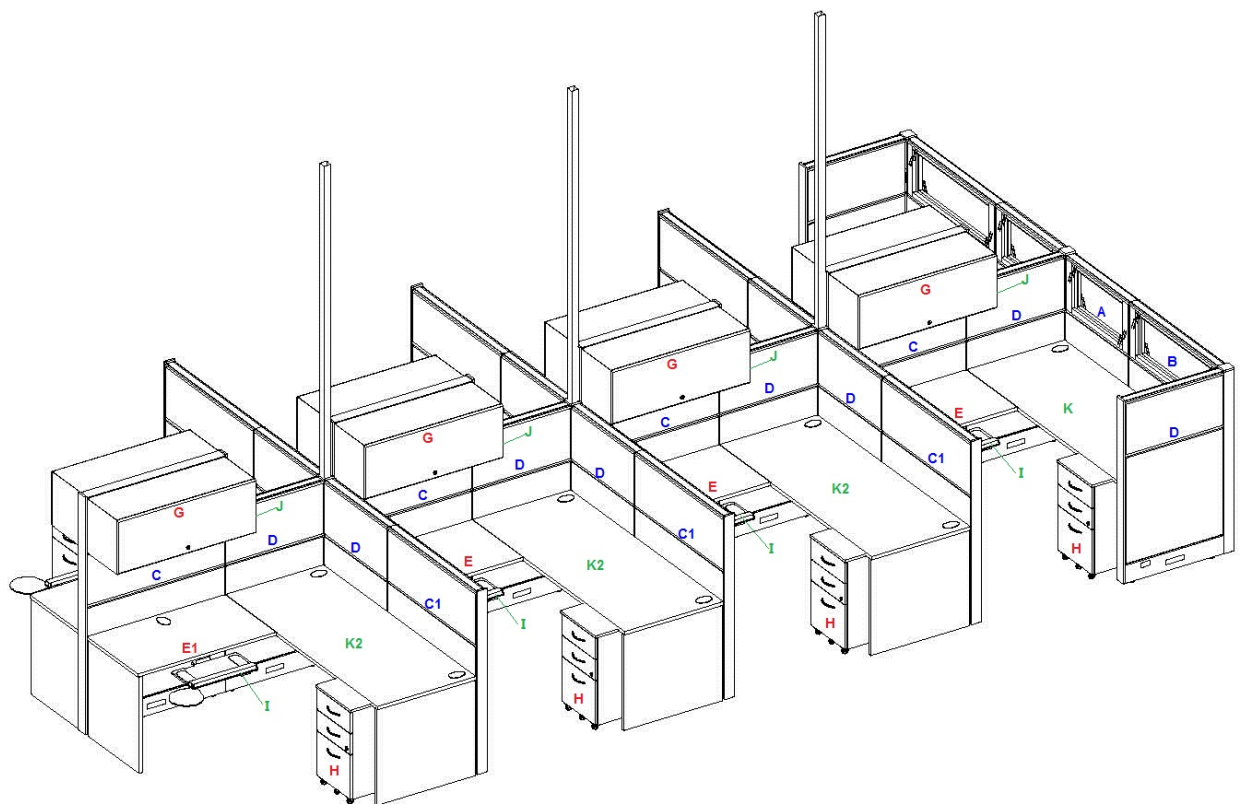
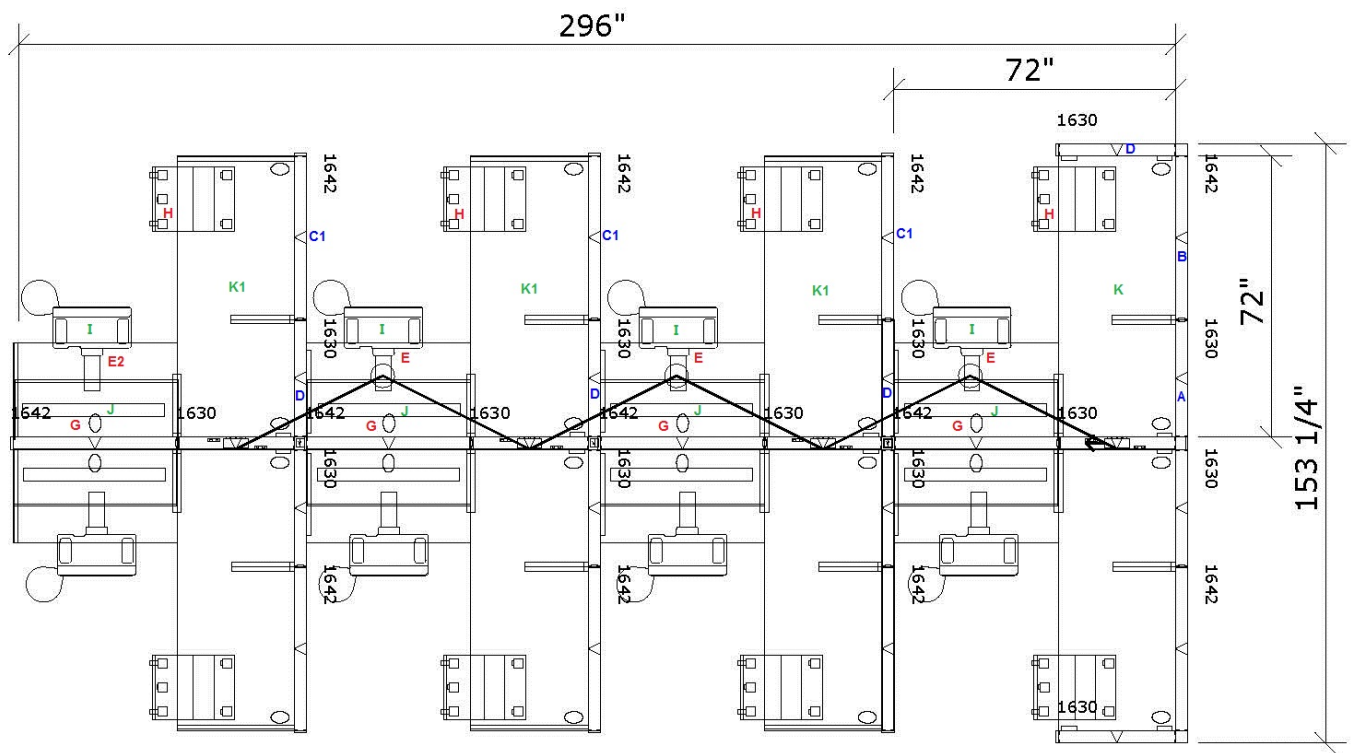






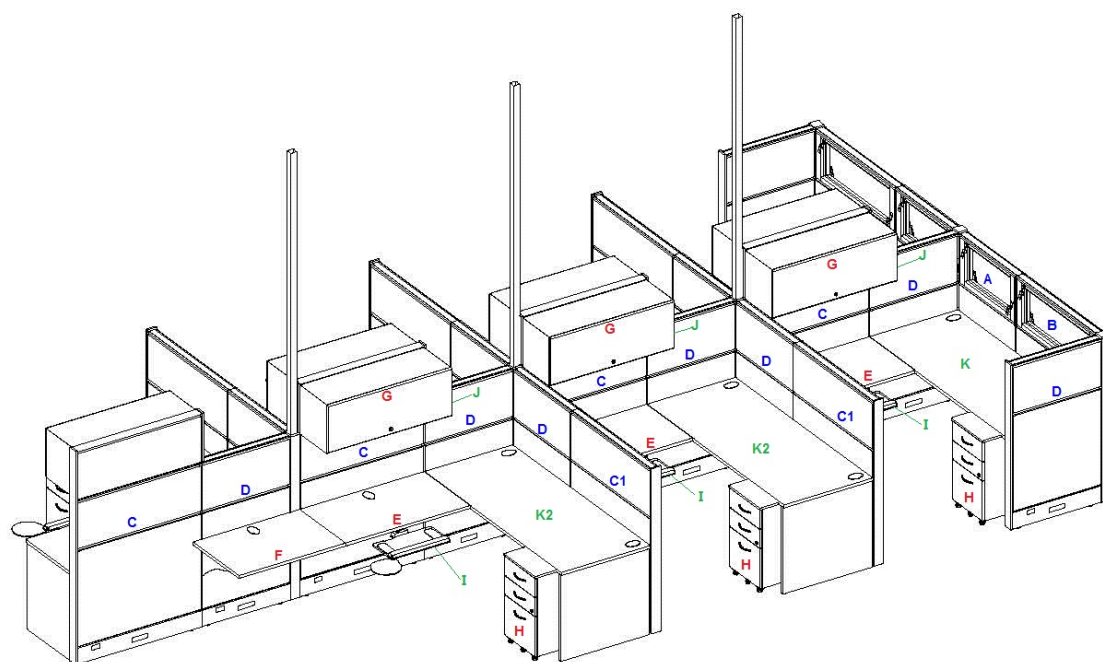
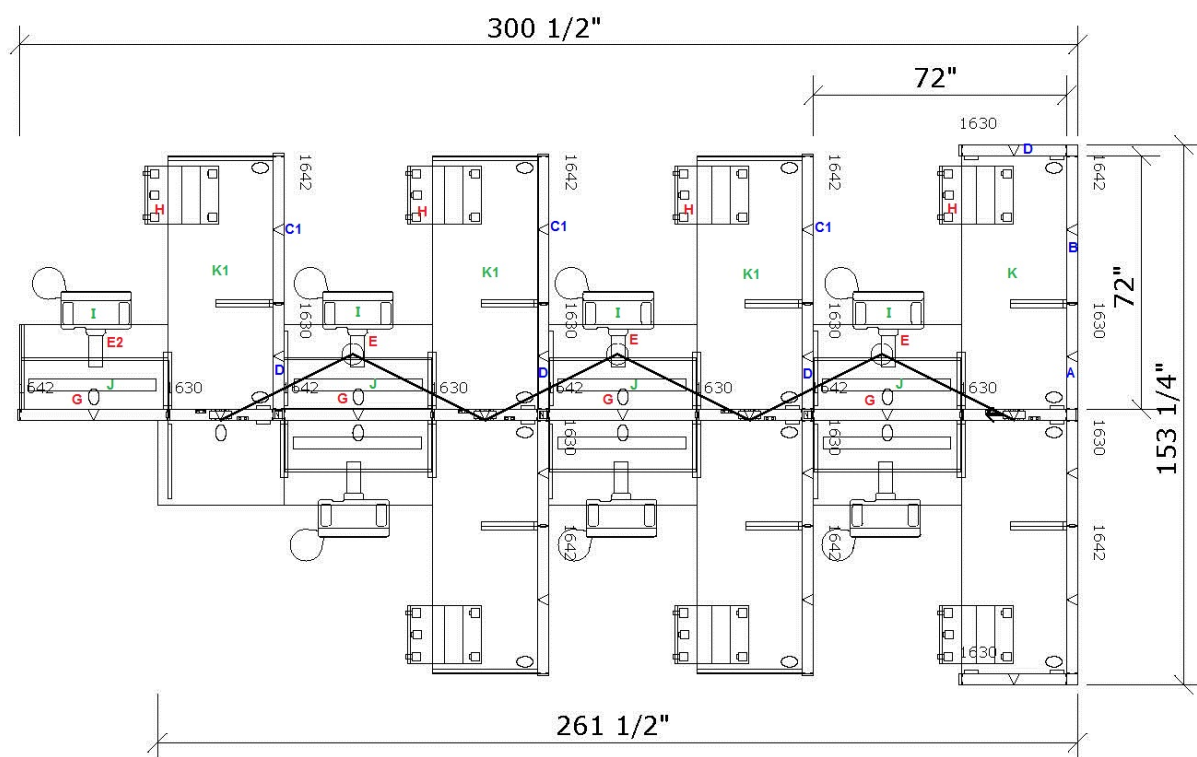
TYP 1





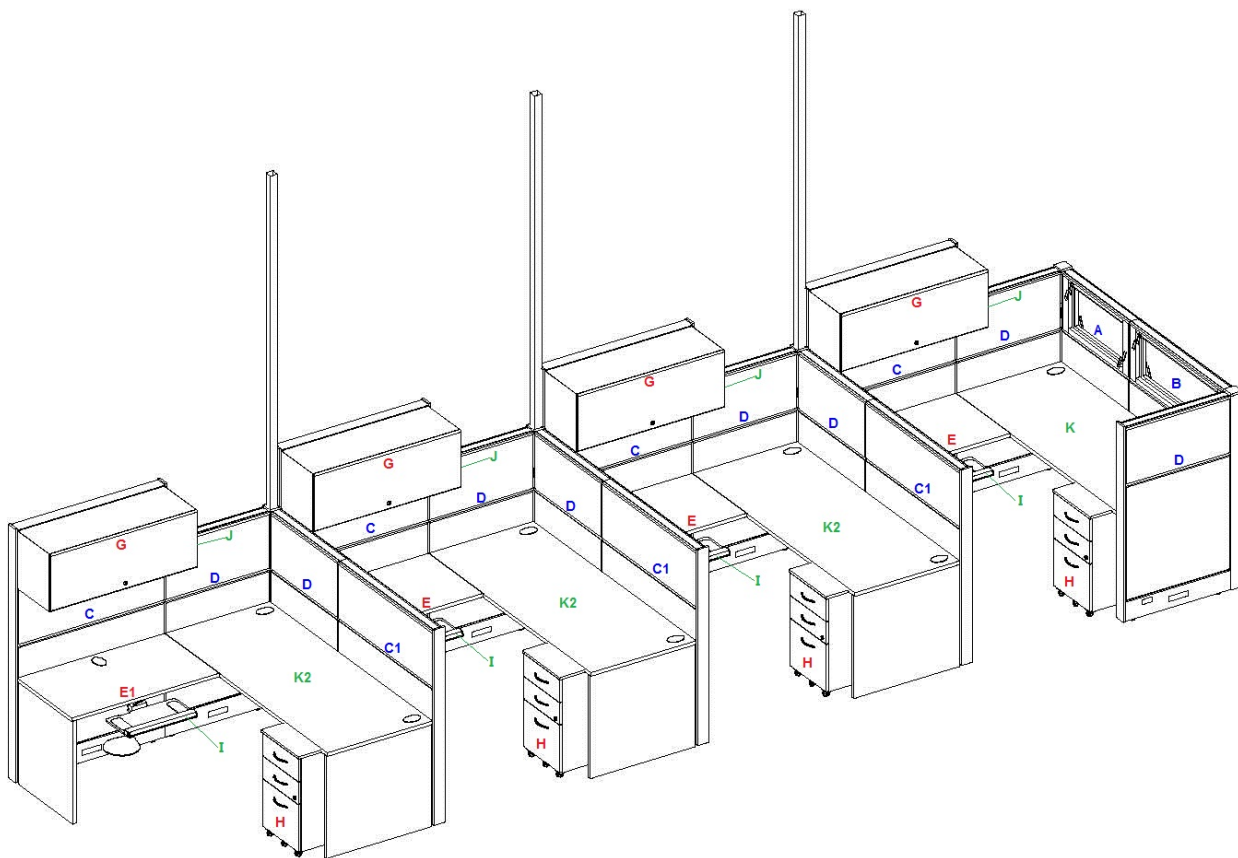
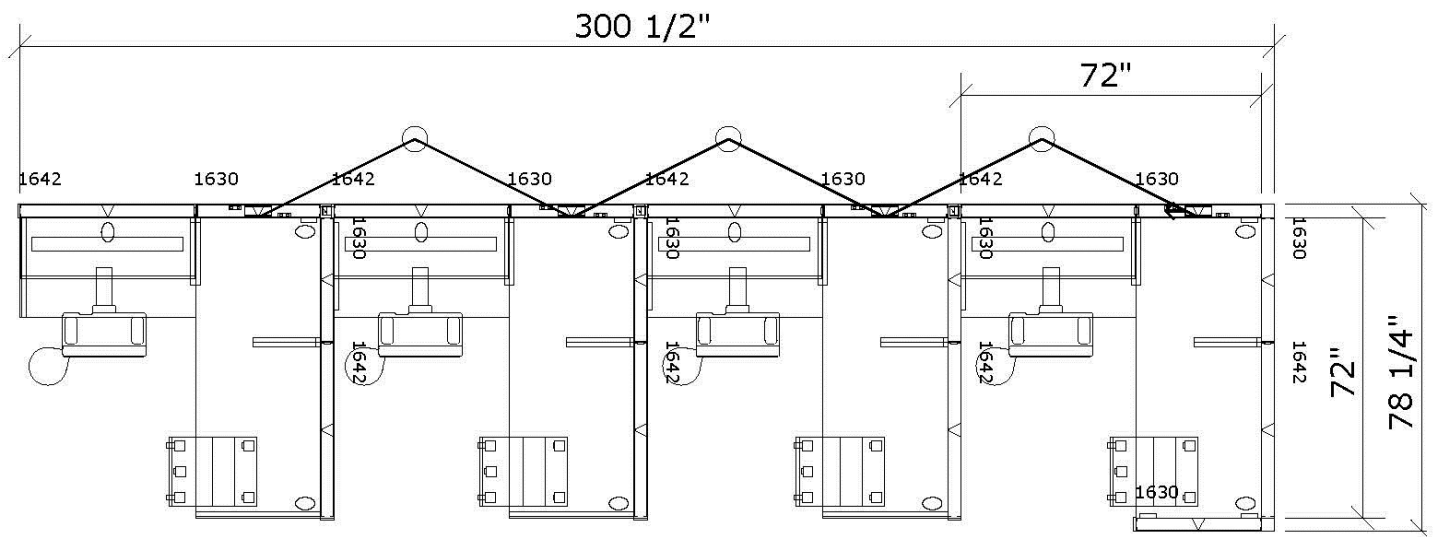
TYP 3





TYP 4

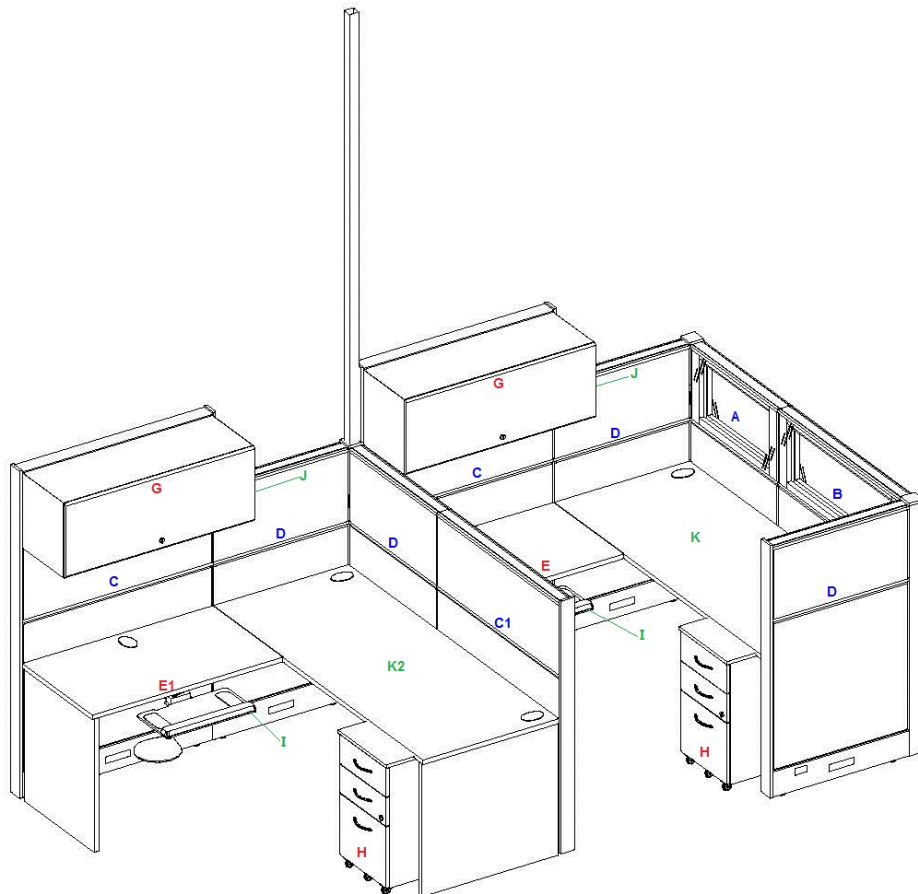
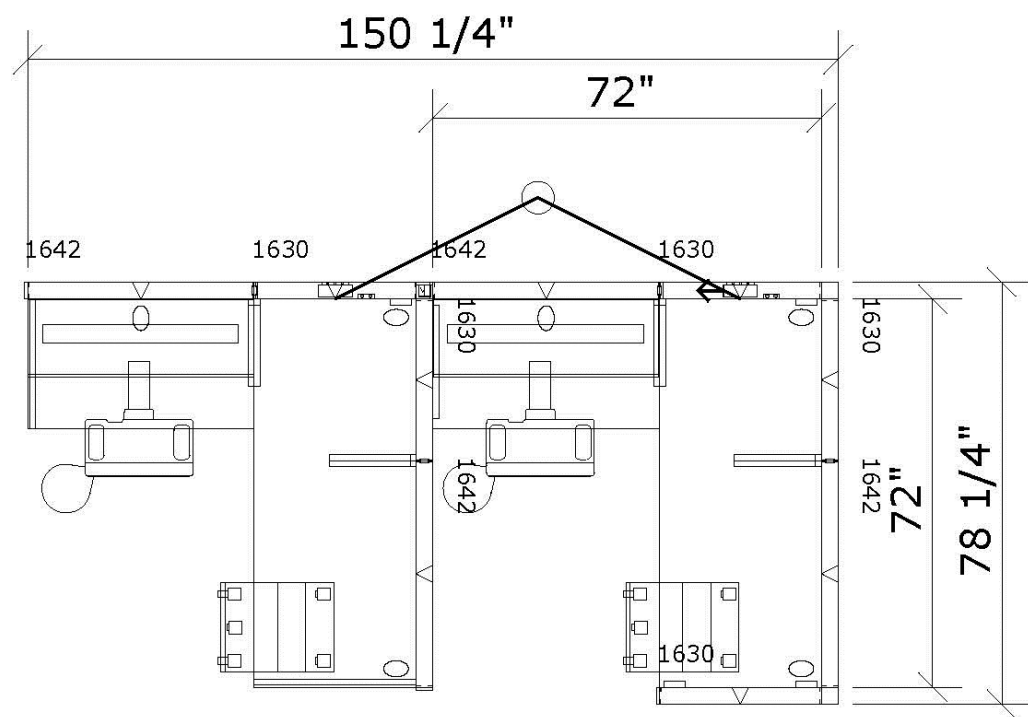




TYP 5





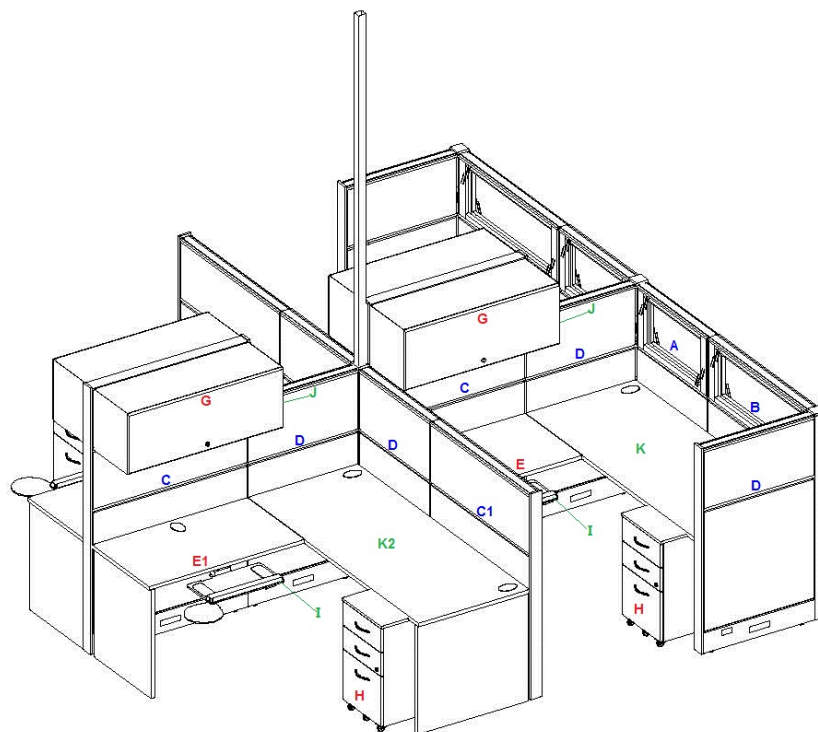
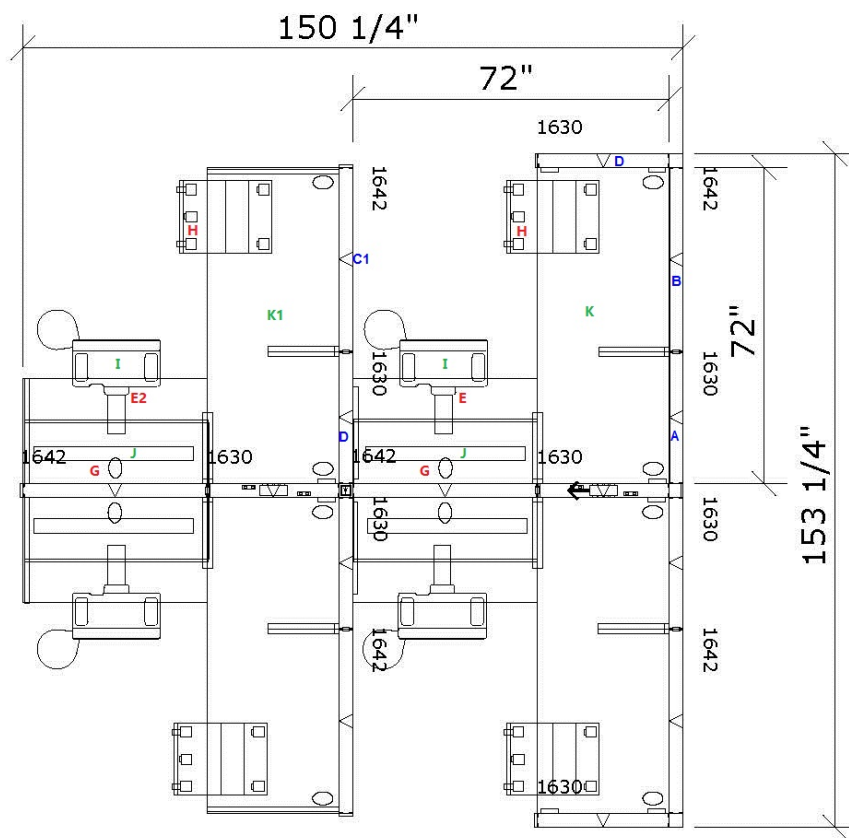


TYP 8









TYP 11





**ANNEX D**  
**Additional Specifications, Certifications**

This Annex includes the additional Specifications, Certifications associated with NSA product, forming part of the requirement.

**1. Specifications**

The NSA products for this requirement must be tested and meet the performance Testing Requirements found at ANNEX A-1 and A-2 of the Supply Arrangement.

**2. Certifications**

**.1 NSA Product Conformance**

**2.1 NSA Product Conformance** *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

\_\_\_\_\_  
Supplier's Signature

\_\_\_\_\_  
Date

**NSA Product Conformance Certification** *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.



Government  
of Canada

Gouvernement  
du Canada

SRCL # 2019-1112681

LVERS # 2019-1112681

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

(K Div) / Div K

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
RCMP / GRC		CMB / Real Property Asset Management - SDGG / Gestion des biens immobiliers
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Furniture design and installation services for K Division detachments and offices Services de conception et d'installation de meubles pour les détachements et les bureaux de la division K		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☐ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |                                                                           |                                                                 |                                                     |                                                                  |
|---------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ          | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT      | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |                                                                 |                                                     |                                                                  |

Special comments:

Commentaires spéciaux : FA2 Escort required - Accès aux installations : niveau 2, escorté requis

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui





**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Wendy Hoban	Asset Manager/Gestionnaire des biens		
Telephone No. - N° de téléphone 780-412-5665	Facsimile No. - N° de télécopieur 780-412-5325	E-mail address - Adresse courriel Wendy.Hoban@rcmp-grc.gc.ca	Date 2019-01-23

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<b>Terri BOYCHUK</b> <b>Team Leader Personnel Security</b> <b>NWR Departmental Security</b>	Chef d'équipe, Sécurité du personnel RNO (région du Nord-Ouest), Sécurité ministérielle	<i>Terri Boychuk</i>	
Telephone No. - N° de téléphone <i>639-625-3317</i>	Facsimile No. - N° de télécopieur <i>306-780-6555</i>	E-mail address - Adresse courriel	Date <i>2019/02/11</i>

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
<b>Terri BOYCHUK</b> <b>Team Leader Personnel Security</b> <b>NWR Departmental Security</b>	Chef d'équipe, Sécurité du personnel RNO (région du Nord-Ouest), Sécurité ministérielle	<i>Terri Boychuk</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>2019/02/11</i>

*reviewed 19-02-06*  
Examiné *D. Keintz*

# NorthWest RCMP Security Requirements for Contracts and SRCL's

---

**SRCL 2019-1112681**

**K Div CMB – Furniture design and installation services for K Division Detachments and Offices**

**Security Clearance: FA2 with escort.**

*\*\*FA2 needs an Escort in Reception & certain Operations Zones. The Escort may need to be an RCMP SME Escort in High Security Zones & certain Security Zones, such as a PTSS Server Room would need a PTSS SME Escort.*

**NWR DSS Intake Diary Date for SRCL (Expiry): 2022-02-06**

## **General Security Requirements**

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. Physical access is restricted to those specific areas of RCMP facilities required to meet the contract's objectives.
2. No Protected or Classified information or other assets will be removed from the RCMP facility without the approval of the Departmental representative or technical authority. If approved the transport and/or transmittal must comply with the security requirements identified in the RCMP's Transport and Transmittal Guide.
3. Restricted items such as cameras, mobile telephones, and audio/visual devices will be surrendered to the main security desk upon arrival at any RCMP facility unless prior written approval has been obtained.
4. Any electronic media (USB drives, hard drives, CDs, etc) used by the contractor that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures. The electronic media must be kept in a secure area / locked up in quiet hours. Restrict access to those with need-to-know, ie: those assigned to the project only.
5. The information disclosed under this contract will be administered, maintained, and disposed of in accordance with RCMP Security Policies and the Policy on Government Security.
6. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
7. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. ie: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring a clearance and personnel requiring clearance renewal.



# NorthWest RCMP Security Requirements for Contracts and SRCL's

---

8. All contractor personnel will be required to obtain and maintain a personnel security clearance commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).

## Personnel Security Requirements

### **RCMP Facility Access, Level I, II, III & IV**

For contractors who only require access to an RCMP facility and will not have access to protected or classified information, systems, assets and facilities. In this scenario, the RCMP wishes to conduct local law enforcement checks only. For PWGSC procurement purposes, this should be identified in the contractual documents.

*Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.*

When the RCMP requires Facility Access Level 1 or 2; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Copy of Government issued, signature bearing photo Identification (Front and Back)

When the RCMP requires Facility Access Level 3 or 4; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Copy of Government issued, signature bearing photo Identification (Front and Back)
4. Two sets of fingerprints

The RCMP:

1. Will conduct local law enforcement checks.
2. is responsible for escorting requirements on its facilities or sites
3. Does not require organizational or personnel security clearances for suppliers and/or contractors providing services.
4. Will complete the PWGSC Requisition Form 9200 to indicate the security requirement with no SRCL.