



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

RCMP – GRC
Bid Receiving/Réception des soumissions
Attention: Candice Therien
Mailstop/Arrêt postal 15
73 chemin Leikin Drive
Ottawa, ON K1A 0R2

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Interconnecting Furniture Panels		Date November 22nd, 2019
Solicitation No. – N° de l'invitation 202000790/B		
Client Reference No. - No. De Référence du Client 202000790		
Solicitation Closes – L'invitation prend fin		
At /à :	02 :00 PM	EST(EasternStandard Time) HNE (heure normale de l'Est)
On / le :	January 3rd, 2020	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Candice Therien - candice.therien@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 613-843-3826	Facsimile No. – No. de télécopieur 613-825-0082	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before on-site work begins, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 Statement of Requirement

The requirement is detailed at Annex A, Requirement, of the resulting contract clauses.

1.3 Debriefings

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

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).
<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>
<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.5 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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



The 2003 (2019-03-04) 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

2.2 Submission of Bids

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

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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



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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their hard copy 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: Technical Bid

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

The technical bid consists of the following:

- a) Documentation (preliminary design drawing and compliance certification) to substantiate compliancy to the mandatory technical specifications detailed under 4.1.1.1 Mandatory Technical Criteria.

Section II: Financial Bid

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



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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Item	Mandatory Technical Criteria
M1	<p>The Bidder must certify that all the products offered at Annex B – Basis of Payment conform to the specifications detailed in Annex A – Requirement – Interconnecting Systems Furniture Panels.</p> <p><i>To demonstrate compliance with M1, the Bidder must sign and date the Product Conformance certification clause in accordance with Part 5 - Certifications of this solicitation.</i></p>

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Mandatory Technical Criteria

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

PART 5 - CERTIFICATIONS

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 may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.3 Product Conformance

The Bidder certifies that all the products offered conform, and will continue to conform throughout the duration of the Contract, to all specifications of the "Requirement" at Annex "A" **Interconnecting Systems Furniture Panels**.

Bidder's Signature

Date



5.1.4 Additional Certifications Precedent to Contract Award

5.1.4.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "D") has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

The following security requirements (SRCL and related clauses) apply and form part of the Contract.

- 6.1.1 The Contractor's resources that will be required to be on site at an RCMP facility must be security cleared at the level of RCMP Facility Access as verified by the personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
- 6.1.2 The Contractor must not remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).
- 6.1.3 The Contractor must comply with the provisions of the Security Requirements Check List and Security Guide, attached at Annex C.

6.2 Statement of Requirement

The Contractor must provide the items in accordance with the Requirement at Annex "A".

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 09 entitled Warranty of general conditions 2010A is amended by deleting subsection 2 in its entirety and replacing it with the following:

- a. At Sub-section 1.
 - i. Deleted: "The warranty period will be twelve months."
 - ii. Inserted: "The warranty period will be ten (10) years with the exception of user adjustable components, which will have a warranty of five (5) years."
- b. At Sub-section 2.
 - i. Deleted: In its entirety
 - ii. Inserted: as follows:



"2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs."

All other provisions of the warranty section remain in effect.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract until the end of the warranty period, inclusive.

6.4.2 Delivery Date

All the deliverable must be received on or before January 20th, 2020.

6.4.3 Delivery Points

Delivery of the requirement will be made to the delivery point specified below.

RCMP
Ottawa East, Ontario

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Candice Therien
Title: Senior Procurement Officer
Royal Canadian Mounted Police
Directorate: Procurement & Contracting
Address: 73 Leikin Drive, Mailstop 15, Ottawa, Ontario K1A 0R2

Telephone: 613-843-3826
E-mail address: candice.therien@rcmp-grc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*



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

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

6.5.3 Contractor's Representative *(to be inserted at contract award)*

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

6.6 Payment

6.6.1 Basis of Payment

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

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

6.6.2 Multiple Payments

Canada will pay the Contractor upon delivery and installation of the units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.7 Invoicing Instructions

6.7.1 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.

6.7.2 Invoices must be distributed as follows:



-
- a) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b) Upon request, one (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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

6.8.2 Product Conformance Certification

The Contractor warrants that the Product Conformance Certification submitted by the Contractor is accurate and complete, and that the products provided under this Contract are in accordance with Annex A - Requirement.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2018-06-21);
- (c) Annex A, Statement of Requirement, including any Appendices;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be specified at contract award)

6.11 Procurement Ombudsman

6.11.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

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



6.11.2 Contract Administration

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

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

6.12 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28)

6.13 SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations
[B7500C](#) (2006-06-16) Excess Goods
[D0018C](#) (2007-11-30) Delivery and Unloading
[B9028C](#) (2007-05-25) Access to Facilities and Equipment



ANNEX "A" – STATEMENT OF REQUIREMENT

Interconnecting Systems Furniture Panels

1. Scope

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply and installation of new Interconnecting Systems Furniture Panels for a one story concrete building slab on grade under construction in Ottawa East, no loading dock.

The RCMP requires interconnecting systems furniture panels to build 36 typical work stations and 2 printer stations. The interconnecting panels must be modular for future retrofits and have the ability to support various shelving or accessories above and below the work surface. The panels are as defined in sections below of this document and in accordance with the layout drawing at Appendix A of Annex A.

2. Tasks and Deliverables

2.1. Configuration:

The configuration of components to be supplied for the proposed layout is shown in the attached drawing in Appendix A. Diagrams are for illustration purposes and to provide exact size requirements, (± 1 in.) All components shown in the drawings must be supplied. The Contractor is responsible for supplying all necessary components to allow the configurations to be integrated as drawn. The Contractor must configure their proposed system to maintain the footprint and components as illustrated. Office furniture will not be considered for this application.

3. Schedule

It is anticipated that work will commence after contract award and all security provisions set out in the contract are met. The estimated date for delivery and installation is January 20, 2020, but date is subject to change depending on completion of the construction phase. .

Hours of installation: Regular business hours, Monday to Friday, 7 am to 5 pm (EDT).

4. Applicable Publications

The following publications are applicable:

4.1. Canadian Standard Association (CSA) Canadian Electrical Code Part I CSA C22.1

4.2. American National Standards Institute (ANSI) Business and International Furniture Manufacture Association (BIFMA) ANSI/BIFMA X5.5-2014 Desk Product

4.3. American Society For Testing and Materials (ASTM)

ASTM, ANSI/NEM A LD-3, CGSB testing of coating, surface finishes, adhesive

D523 – Test Method for Specula Gloss

D3359 - Standard Test Method for Measuring Adhesion by Tape Test

D3363 - Standard Test Method for File Hardness by Pencil Test

D4060 - 01 Standard Test Method for Abrasion Resistance of Organic Coating by the Taber Abraser.

4.4. Reference to the above publications, or test methods herein, is to the latest issue or unless noted.



5. Requirements:

5.1. Description:

- 5.1.1 Panel-to-panel connectors must allow a panel to be installed perpendicular at any location along the width of the panel.
- 5.1.1 Quality of Workmanship: The assembled components must be uniform in quality, style, material and workmanship and must be clean and free from any defects that may affect the appearance, serviceability, or safety. All products must be new.
- 5.1.2 When assembled in all possible configurations there must be no visible unfinished edges or surfaces.
- 5.1.3 Metal edges, corners and parts with which the user is intended to come in contact, must have rounded corners or be covered with protective caps.
- 5.1.4 Interchangeability: Workstation assembly hardware used in assembling components must allow components to be interchangeable or none handed when specified.
- 5.1.5 Safety: Fixed, moveable or adjustable parts must be constructed so that they cannot unintentionally become loose, dislodged or cause personal injury.
- 5.1.6 Tolerances: The tolerance for all layout dimensions in this document must all be ± 25.4 mm (± 1 in.).
- 5.1.7 Electrical wiring: The complete electrical system and all components must comply with CSA C22.2 No. 203 or CSA C22.2 No. 203.1.

5.2 Dimensions:

- 5.2.1 Overall panel height, including any panel mounted component, must be 1676 mm (66 in.).
- 5.2.2 All panel Width must conform to the following:
 - 610 mm (24 in.) (Quantity 32)
 - 762 mm (30 in.) (Quantity 66)
 - 914 mm (36 in.) (Quantity 14)
 - 1067 mm (42 in.) (Quantity 1)
 - 1219 mm (48 in.) (Quantity 36)
- 5.2.3 Maximum panel thickness must not exceed 101 mm (4 in.).

5.3 Electrical and Data Module

- 5.3.1 Panel heights must provide *face mounted power data modules*. The duplex power outlets and voice and data outlets must be offered at predetermined locations when specified.
- 5.3.2 Power and voice/data outlets must be offered *below the work surface and above the work surface*.
- 5.3.3 Cable Pathway:
 - 5.3.3.1 All powered, non-powered panels and posts must have concealed cable pathways to accommodate the electrical, voice and data cables.
 - 5.3.3.2 The cable pathway must provide sufficient space to allow for a minimum bend radius of 76mm (3 in.) for the installation of communication cables both horizontally and vertically.
 - 5.3.3.3 The cable pathway must accommodate a minimum of three (3) eight-wire circuits as well as nine (9) 5mm (0.20 in.) diameter communication cables with no more than a 60% fill capacity.
 - 5.3.3.4 Cable pathways located at the base must have knockouts to receive back-to-back electrical outlets.
 - 5.3.3.5 Cable pathway covers must open and close firmly without the use of proprietary tools.
 - 5.3.3.6 Communication and electrical cabling may be placed in the same cable pathway as long as metal separation is provided.



- 5.3.3.7 Non-powered cable pathways must provide field conversion to powered cable pathways without requiring the workstation to be dismantled.
- 5.3.3.8 Unused knockouts/access points, which are visible, must be covered to prevent unsightly holes.
- 5.3.3.9 Vertical wire management system must conceal wires running from the floor feed to the cable pathway.

5.3.4 Electrical Wiring System:

- 5.3.4.1 The electrical wiring system must be made of components which are *modular* and provide power at predetermined locations. When electrical wiring alterations or disassembly are required, the workstation must not be dismantled.
- 5.3.4.2 The system must provide for floor access.
- 5.3.4.3 The electrical system must provide electrical distributing service to nine (9) workstations from one central feed point.
- 5.3.4.4 The electrical system must provide as a minimum, a seven (7) wire, three (3)-circuit per feed capability.
- 5.3.4.5 An electrical system rated with a minimum of a 115 volt, 15 or 20 amps consisting of a minimum of 2 circuits must be available for older buildings when specified.
- 5.3.4.6 Each workstation must be provided with a maximum of six (6) *face mounted* power receptacles in combination of either three (3) duplex power outlets or two (2) triplex power outlets. Each workstation must have one (1) *face mounted* voice / data outlet.
- 5.3.4.7 Receptacles: Must be interchangeable within the manufacturer predetermined locations and accessible below and above *work surface* height.
- 5.3.4.8 All powered panels and *panels add-on modules* with a width of 457mm (18 in.) to 610mm (24 in.) requires up to three (3) receptacles power outlets and for a width of 762mm (30 in.) to 1524mm (60 in.) requires up to four (4) receptacles power outlets.

5.3.5 Support/Bases

- 5.3.5.1 Levelling glides must allow for 51 mm (2 in.) of levelling minimum.

- 5.3.6 Power whips to be provided so that each workstation is equipped with a 1 15 Amp circuit.
- 5.3.7 Base feed for dedicated power and data or communication cabling must be integrated into the vertical post portion of each workstation.

5.4 Finish Requirements

- 5.4.1 Base panels must be offered in upholstered fabric or plastic laminate. At a location where an airflow element is required, base panels must be offered in metal air-flow/perforated metal, open weave textile or open panel.
- 5.4.2 *Panel add-on modules* must be offered in upholstered fabric, tackable surfaces, accessory rails, whiteboard, glazing, or any combination of.

5.5 Environmental Requirements

- 5.5.1 Resource Input
- 5.5.2 Adhesives used in the manufacture of LAN Rack Furniture and supported components must be free Hazardous Air Pollutants (HAP's).
- 5.5.3 Metal components must be finished using low VOC content or nontoxic surface coatings.
- 5.5.4 Steel used in the manufacture of interconnecting panel systems and supported component must contain a minimum of 25% recycled material.



6 Installation Services

6.1 Installation services must be provided for the products contracted. The minimum level of service required is detailed below. The Contractor must:

- 6.1.1 Receive, unload, store and transport all products and pieces to the installation site;
- 6.1.2 Unpack all products and pieces and inspect them for shipping damage;
- 6.1.3 Install all products in accordance with the manufacturer's specifications;
- 6.1.4 Ensure all other products function properly and make minor adjustment or repairs as needed;
- 6.1.5 Touch up all minor nicks and scratches on the product that may have occurred during installation;
- 6.1.6 Clean the products once installed;
- 6.1.7 Clean up the installation site. The site must present a neat, tidy and clean appearance at all times during installation and on completion of the contract. This must be accomplished by the removal of scrap material, debris and the like from the site, as frequently as is necessary, using a dumpster arranged for by the Contractor, and;
- 6.1.8 Upon completion of the installation and at the convenience of the Project Authority, the Contractor (or his authorized representative) must walk through the installation site with the Project Authority (or an authorized representative of the Project Authority) to verify the operation condition of all products in accordance with the Deficiency Procedures defined at section 9.3 of this document.

6.2 Post Installation Procedures

- 6.2.1 The Contractor must take part in an inspection to be arranged by the Project Authority and in accordance to the following Post installation procedures:
 - 6.2.1.1 The Contractor must notify the Project Authority when the installation is completed;
 - 6.2.1.2 The Project Authority will arrange for the inspection with the Contractor;
 - 6.2.1.3 The inspection must take place no later than three business days after installation is completed;
 - 6.2.1.4 If the contract is for a phased installation, the walk-through inspection must take place no later than three business days after the completion of each phase;

6.3 Deficiency Procedures

The Contractor must adhere to the following deficiency procedures:

- 6.3.1 The Contractor, in consultation with the Project Authority, must prepare the deficiency list documenting all problems in every installation area;
- 6.3.2 The deficiency list will be forwarded by the Project Authority to the Contractor;
- 6.3.3 Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts;
- 6.3.4 For all deficiencies other than those identified in point 9.3.1.3, the Contractor must submit the plan of action with delivery dates or comparison dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and;
- 6.3.5 The Contractor must notify the Project Authority when all deficiencies have been completed. If the Project Authority is satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

PROJECT ADMINISTRATIVE REQUIREMENTS

7 Lines of Communication



- 7.1 Unless otherwise directed by the Project Authority, the Contractor and the Contractor's resources must only communicate with the Project Authority. This includes formal contact between the Contractor, the RCMP Project Team and the User Department.
- 7.2 Direct communication between members of the RCMP Project Team on routine matters may be required for resolution of technical issues, however, this must not alter project scope, budget or schedules, unless confirmed in writing by the Project Authority.
- 7.3 **Media**
 - 7.3.1 The Contractor must not respond to any media inquiry.
 - 7.3.2 The Contractor must direct all media requests to the Project Authority.

8 General Deliverables

- 8.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications, and schedules, one (1) electronic copy must be provided to the Project Authority, unless otherwise specified.
- 8.2 Acceptable electronic format includes:
 - 8.2.1 Written reports and studies: Word, WP or PDF
 - 8.2.2 Schedules: PDF
 - 8.2.3 Drawings: Auto CADD and PDF
- 8.3 The Contractor must provide installation shop drawings prior to manufacturing of the product.

9 Acceptance

- 9.1 The Project Authority will provide an e-mail or letter correspondence to acknowledge acceptance of deliverables. If the Contractor has not received a notification to the contrary within ten (10) working days from receipt of the deliverable, it will be deemed to have been accepted.

10 Meetings and Site Visits

The Contractor must:

- 10.1 Attend and lead one (1) kick-off meeting
- 10.2 Attend up to three (3) meetings and one (1) site visit.
- 10.3 Meetings will normally be held on site. Location to be determined.

11 Client Support:

- 11.1 Copies of all pertinent documentation will be made available to the bidder upon request.
- 11.2 Reference information will be available in the language in which it is written.

12 Constraints

- 12.1 In general, the Contractor or Contractor's resources will be required on an active construction site upon which there will be a Principal General Contractor constructing the work. The Contractor must work cooperatively and constructively with any other Contractors onsite and work towards the overall success of the project.

13 Health and Safety

- 13.1 All on-site Contractor resources must be trained and certified with regard to safe working techniques as approved by the Ministry of Labour (MOL).



13.2 At minimum, on-site resources:

- 13.2.1 Must be certified in working at heights
- 13.2.2 Must have current WHMIS certification.
- 13.2.3 Must attend Site specific Health and Safety Orientation at the construction site trailer provided by the General Contractor, at no additional cost.
- 13.2.4 Must use CSA approved safety equipment at all times.

14 Travel Arrangements

- 14.1 Transportation of all resources, materials and equipment to and from the sites is the responsibility of the Contractor.

15 Additional Work Requirements

In the event of additional work beyond the scope of the Statement of Work, the following procedures must be adhered to:

- 15.1 The Contractor must submit in writing to the Contracting Authority and the Project Authority the requirement giving sufficient details.
- 15.2 The Contractor must submit an estimate of cost to the Contract Authority and Project Authority. The Contractor must not proceed with any additional work without written authorization from the Contract Authority. Any work taken in hand without the approval of the Contracting Authority will be considered to be work completed outside of the contract and no extra payment will be made for any such work.

16 RCMP Inspection

- 16.1 The field work may be subject to inspection at any time by the RCMP or designated representative(s).



Appendix A To Annex A - DRAWINGS

See attachment for the following drawing:

- 1. Building A Floor Plan**



ANNEX "B" – BASIS OF PAYMENT

The Bidder must submit firm prices (including shipping and installation fees). The total amount of applicable taxes must be shown separately

Item #	Product Description	Specification	QTY (A)	Unit of Issue	Firm Unit Price (CAD) (B)	Extended price (CAD) (C) = (A) x (B)
1	Interconnecting Systems Furniture Panels (66" h)	Non-powered, 24" (w)	32	Each	\$	\$ _____
2	Interconnecting Systems Furniture Panels (66" h)	Non-powered, 30" (w)	66	Each	\$	\$ _____
3	Interconnecting Systems Furniture Panels (66" h)	Non-powered, 36" (w)	14	Each	\$	\$ _____
4	Interconnecting Systems Furniture Panels (66" h)	Non-powered 48" (w)	36	Each	\$	\$ _____
5	Interconnecting Systems Furniture Panels (66" h)	Powered – 36" (w)	140	Each	\$	\$ _____
6	Interconnecting Systems Furniture Panels (66" h)	Powered – 42" (w)	1	Each	\$	\$ _____
4	Shipping Charges		1	Lot	\$	\$ _____
5	Installation Charges		1	Lot	\$	\$ _____
Total Evaluated Price: (Evaluated price = (Sum of Column (C))					\$	



Contractor's Representative: (Bidder is requested to provide the following information)

Name: _____

Title: _____

Telephone: _____

E-mail address: _____



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 201411124067F / PR 202000795
Security Classification / Classification de sécurité Unclassified / non classé

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP-GRC	2. Branch or Directorate / Direction générale ou Direction CM&CM / SIPM / NPDO	
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 Supply and install the following categories of furniture for Building A. 1. Collaborative Furniture / 2. Systems furniture / 3. Chairs / 4. Technical Work Benches / Pour fournir et installer les catégories de mobilier suivantes pour le bâtiment A 1. Mobilier de collaboration / 2. Mobilier de systèmes / 3. Chaises / 4. Établis techniques		
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 / Non <input type="checkbox"/> Yes / Oui
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 / Non <input type="checkbox"/> Yes / Oui
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 / Non <input type="checkbox"/> Yes / Oui
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
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 / Non <input type="checkbox"/> Yes / Oui
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
Unclassified / non classé





Contract Number / Numéro du contrat 201411124067F / PR 202000795
Security Classification / Classification de sécurité Unclassified / non classé

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 / Non Yes / 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 / Non Yes / 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : Facility Access II with escort - Accès aux installations II avec escorte

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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui



Contract Number / Numéro du contrat 201411124067F / PR 202000795
Security Classification / Classification de sécurité Unclassified / non classé

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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).



SRCL #: 201911124067F

Unclassified



SRCL SECURITY GUIDE

PROJECT "A" FURNITURE

SRCL#: 201911124067F

Prepared by:

CENTRAL DEPARTMENTAL SECURITY SECTION
ROYAL CANADIAN MOUNTED POLICE

Reviewer initials and date: [Signature] 2019-05-08

Reviewer initials and date: [Signature] 2019-05-08

Template date: 2019-05-08





SRCL #: 2011911124067F

Unclassified

GENERAL SECURITY

1. All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.
2. All Protected information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
3. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security.
4. 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. (i.e. loss of sensitive information, accidental or deliberate.)
5. Photography is not permitted. If photos are required, please contact the Organization Project Authority and Departmental Security Section.
6. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited
7. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
8. The RCMP's Departmental Security Section (DSS) reserves the right to:
 - Conduct inspections of the contractor's site/premises. Inspections may be performed prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the inspection is to ensure the quality of security safeguards.
 - Request photographic verification of the security safeguards. Photographs may be requested prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the photographs is to ensure the quality of security safeguards.
 - Provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards).
9. To ensure Canada's sovereign control over its data, all sensitive or protected data under government control will be stored on servers that reside in Canada. Data in transit will be appropriately encrypted.



SRCL #: 2011911124067r

Unclassified

PHYSICAL SECURITY

1. The contractor must not have access to PROTECTED and/or CLASSIFIED information or assets.
2. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives and must be under client/technical escort.
3. The contractor may not use un-screened personnel for portions of the work.
4. The contractor may not receive and/or store any PROTECTED and/or CLASSIFIED information or assets on its site or premises.
5. The contractor may not produce, manufacture, repair and/or modify any PROTECTED and/or CLASSIFIED material or equipment on its site or premises.
6. Only sanitized drawings will be physically present at the contractor's location (i.e. no Protected or Classified information will be present). To properly sanitize floor plans, the contractor must ensure that the drawings meet the following requirements;
 - Construction drawings will not contain a key plan showing the entire complex or site.
 - RCMP logos, RCMP name, or site address will not be shown on the construction drawings.
 - PWGSC or Government of Canada identifiers will be used
 - Rooms must be identified by number, not names. A separate coded list of room numbers associated to sensitive information and descriptors will be developed and updated as changes are made.
 - Security system information will be placed on separate layers of construction drawings for ease of printing and distribution.
7. Any sensitive discussions will take place in spaces with suitable acoustic safeguards - spaces to be designated by the Organization Project Authority.
8. Contractors are forbidden from taking photographs on RCMP property.



SRCL #: 2011911124067f

Unclassified

IT SECURITY

NO REQUIREMENTS FROM IT SECURITY.



SRCL #: 2011911124067F

Unclassified

PERSONNEL SECURITY

1. Contractor and sub-contractor personnel will be required to obtain and maintain a RCMP personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
3. As the supplier and its employees will only require access to a RCMP Facility or site and will not have access to protected or classified information, systems or assets, an RCMP Clearance at the appropriate level is required. Contractor personnel must submit to local law enforcement verification by the RCMP, prior to being granted access to facility or site. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP requires **Facility Access Level II**; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23 (LERC Version)
2. Copy of Government Issued Photo Identification (Driver's License Front and Back)

The RCMP:

1. Will conduct personnel security screening checks above the Policy on Government Security requirements.
2. Is responsible for escort requirements on it facilities or sites.



ANNEX "D" to PART 5

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: (Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: (Corporate Name of Bidder or Tenderer [hereinafter "Bidder"]) that:

- 1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
(a) has been requested to submit a bid in response to this call for bids;
(b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
(a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
(b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



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- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)