



## REQUEST FOR QUOTATION (RFQ)

**Subject:**

### Interior Signage for the Senate of Canada

For further details, please refer to the Statement of Work attached as Annex "A" of this document.

**Issue Date:**July 27<sup>th</sup>, 2020**Closing Date and Time:**August 7<sup>th</sup>, 2020 at 11:00 EST**RFQ No:****SEN-012 20/21**

### SENATE INFORMATION

**For all inquiries the Contracting Authority is**

**Contact:** Rizwan Shah  
**Title:** Senior Procurement Officer  
**Address:** 40 Elgin Street, Room 1158  
 Ottawa, ON K1A 0A4, Canada  
**Telephone no:** 613-794-9127  
**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

Offers can be delivered by **mail or courier** only to the address of the Contracting Authority below.

**Delivery address by mail or courier:**

The Senate of Canada  
 Finance and Procurement Directorate  
 40 Elgin Street, 11<sup>th</sup> Floor  
 Ottawa, ON  
 K1A 0A4  
 Attn: Rizwan Shah

**PLEASE MARK ALL CORRESPONDANCE AND ENVELOPES WITH THE RFP NUMBER INDICATED ABOVE.  
 ELECTRONIC BIDS WILL NOT BE ACCEPTED**

### BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefore.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a bid as a joint venture.

Name of Firm:			
Name of Representative:			
Authorized Signature:		Date:	
Position Title:			
Email Address:			
Telephone Number:		Fax Number:	
GST Registration or Business Number:			

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into five (5) parts plus four (4) annexes, as follows:

- Part 1        General Information: provides a general description of the requirement;
- Part 2        Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3        Mandatory Criteria: provides mandatory criteria that must be met by the Bidder in order to be considered compliant
- Part 4        Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract;
- Part 5        Terms of Work and Payment: includes the Basis of Payment and invoicing information;
- Annex A      Statement of Requirement;
- Annex B      Schematics;
- Annex C      Basis of Payment;
- Annex D      Direct Deposit Form.

### 2. Summary

The Senate of Canada (Senate) is seeking bids to establish one (1) contract for the provision of interior signage at the Senate of Canada buildings as defined in the statement of requirement at “Annex A”, for a period of three (3) years from the date of award, with two (2) one-year option years.

### 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 **five (5) working days** of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 4. Bid Submission Language

Submissions will be accepted in either English or French.

### 5. Key Terms and Definitions

Bidder	the person or entity submitting a bid to perform a contract for the provision of services. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors
Contract Price	the unit prices expressed in the contract to be payable to the Contractor for the finished work.
Contracting Authority	means the person designated in this RFQ and any resulting Contract, or by notice to the Bidder, to act as the representative of the Senate of Canada of any resulting contract.
Day	mean business day unless otherwise specified
Senate	the Senate of Canada
Work / SOR	the whole of the work, goods, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
Urgent Request	a request that is indicated as pressing or important, and that requires immediate attention.
Project Authority	a dedicated person within the organization, whom will be the main point of contact between the supplier and the organization



## PART 2 - BIDDER INSTRUCTIONS

### 1. Prelude

The Senate of Canada invites the submission of bids for the provision of interior signage as stated in this document and in accordance with the stated mandatory requirements set forth in this Request for Quotations (RFQ).

### 2. Receipt of Submission

Bids must be received by the Senate of Canada on or before (August 7<sup>th</sup>, 2020 at 11:00 EST). Quotations received after the stated closing date and time will be rejected and not considered.

### 3. Signature Requirement

- I. All Pages of this RFQ must be completed, initialed or signed, dated and returned with your bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.
- II. The Chief Executive Officer or a designate that has been authorized to commit the Contractor to contracts must sign the RFQ.
- III. Failure to sign the cover page (Page 1) will result in the disqualification of the proposal.

### 4. Irrevocable Bids

- I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

### 5. Cost Related to the Preparation of Proposal

No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of your quotation in response to this RFQ. All copies of documents submitted in response to this Request for Quotation shall become the property of the Senate of Canada and will not be returned.

### 6. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a) the name of each member of the joint venture;
  - b) the Procurement Business Number of each member of the joint venture;
  - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
  - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or liable for the performance of any resulting contract.

### 7. Inquiries and Communications

- I. The contracting authority for all inquiries and other communications in regard to this RFQ is stated on Page 1 of this document. All communication or inquiries must be directed **ONLY** to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Bidder's submission.

- II. All enquiries regarding this RFQ must be received by e-mail at: [proc-appr@sen.parl.gc.ca](mailto:proc-appr@sen.parl.gc.ca) by the Contracting Authority, no later than **July 31<sup>st</sup>, 2020 at Noon EST**. 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 the Senate of 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 the Senate of Canada determines that the enquiry is not of a proprietary nature. The Senate of 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 the Senate of Canada.
- III. To ensure the equality of information among Bidder, answers to enquiries which are relevant to the request for quotation will be provided to all Bidder simultaneously without revealing the sources of the inquiry.

## **8. Provision of False or Incorrect Information**

The Senate of Canada will reject any bids found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

## **9. Price Justification**

In the event that there is a sole responsive bid received, the Bidder must provide, on the Senate of Canada's request, one or more of the following price justifications:

- a) a current published price list indicating the percentage discount available to the Senate; or
- b) a copy of paid invoices for similar goods and services provided to other clients; or
- c) a price breakdown showing the cost of direct labor and profit; or
- d) price or rate certifications; or
- e) any other supporting documentation as requested by the Senate.

## **10. Conflict of Interest – Unfair Advantage**

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate of Canada may reject a bid in the following circumstances:
  - a) if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b) if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the bid solicitation (or similar services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## **11. Ownership of documents**

This Request for Quotation and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the proponent solely for its use in connection with the preparation of a response to this Request for Quotation and shall be considered to be the proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Contractor's response, and the Contractor further agrees not to use them for any purpose other than that for which they are specifically furnished.

## 12. Funding Approvals

Bidders should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

## 13. Applicable Laws

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

## 14. Level of Security

The level of security clearance required by everyone working on any resulting contracts shall be "**Site Access**". A credit check can be performed when the duties or task to be performed require it or in the event of a criminal record based on the type of offense. The Senate reserves the right to raise the level of the required security clearance as needed.



**PART 3 – MANDATORY CRITERIA**

**1. Mandatory Criteria**

- I. Bidders must ensure full compliance with the mandatory requirements to be considered responsive.
- II. Bidders must complete the “Reply Section” under each Mandatory Requirement below.
- III. **Failure to clearly demonstrate full compliance will result in the bid being found non-compliant and given no further consideration.**

The mandatory criteria are:

	<b>Mandatory Criterion</b>	<b>Submission Requirements</b>	<b>Met Not Met</b>
<b>M1</b>	<b>Years of Experience</b>  The Bidder must have a minimum of three (3) years’ experience within the last six (6) years providing similar services as described in the Statement of Requirement.	In order to meet this Mandatory requirement, the Bidder must provide a statement indicating compliancy with the mandatory requirement.  This statement must be provided in the Reply to M1 section below.  Failure to provide the information specified will result in your proposal being given no further consideration.	
<b><u>Reply to M1:</u></b>			
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	Mandatory Criterion	Submission Requirements	Met Not Met
<b>M3</b>	<p><b>Sample of Work</b></p> <p>The Bidder must provide a sample of the following sign: Exit Stairwell ID</p> <p>a) Overall dimension: 170mm (W) x 337mm (L), 170mm (W) x 257mm                      b) Painted PMS 341, satin finish                      c) Light bronze copy &amp; picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards)                      d) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards)                      e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background                      f) 3mm thick matte black acrylic backer panel</p> <p>All signs submitted will be returned upon completion of the tendering process except the one for the successful Bidder, which will be kept has a contract benchmark.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide a sample with the completed RFQ and it must meet the requirements, detailed in M3.</p> <p>This sample must be submitted with your RFQ response via mail or courier of your choice.</p> <p>Failure to provide the sample with your completed Bid will result in your bid being given no further consideration.</p>	
<p><b>Reply to M3:</b></p> <p style="text-align: center;"><b>***Sample to be Provided***</b></p>			
	Mandatory Criterion	Submission Requirements	Met Not Met
<b>M4</b>	<p><b>Warranty</b></p> <p>Bidders <b>must indicate</b> that they provide a standard warranty on the goods and services they are providing as indicated on Annex A-Statement of Requirement (SOR). This warranty information must include a description of what is included in the warranty and the duration.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide the information requested in this mandatory requirement.</p> <p>This information must be provided in the Reply to M4 section below.</p> <p>Failure to provide the information specified will result in your proposal being given no further consideration.</p>	
<p><b>Reply to M4:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			



	Mandatory Criterion	Submission Requirements	Met Not Met
M5	<p><b>Delivery Lead Times</b></p> <p>Bidders <b>must indicate</b> that they meet the following delivery timelines:</p> <ul style="list-style-type: none"> <li>• 1-2 weeks on urgent requests*</li> <li>• 3-4 weeks on regular requests</li> </ul> <p>*see definitions Page 19, Annex A – STATEMENT OF REQUIREMENT</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide a statement indicating compliancy with the mandatory requirement.</p> <p>This information must be provided in the Reply to M5 section below.</p> <p>Failure to provide the information specified will result in your proposal being given no further consideration.</p>	
<b><u>Reply to M5:</u></b>			

**2. Basis of Award**

- I. You must provide prices for all items mentioned in Annex C – Basis of Payment. Failure to bid on all items will result in a disqualification of your bid.
- II. The Basis of Award for this RFQ is lowest total price of all items that meets all mandatory requirements submitted by a qualified supplier.
- III. Bids that do not meet all the mandatory requirements set forth in this RFQ will be disqualified.
- IV. All prices must be in Canadian funds.

## PART 4 - RESULTING CONTRACT CLAUSES AND CONDITIONS

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

### 1. Offer

The Contractor must supply, deliver and install “**Interior Signage**” at various Senate of Canada buildings on an as and when requested basis, as described in the Statement of Requirement and in accordance with the pricing set out in the Annex C - Basis of Payment.

### 2. Period of the Contract

The Contractor shall, upon signature of both parties and *(to be determined at contract award)* supply, deliver and install interior signage as described in this document. The required goods and services are to be provided for a period of three (3) years commencing upon contract award. The prices quoted in Annex C – Basis of Payment will remain firm for the initial period of the contract.

### 3. Option to Extend the Contract

The Contractor grants to the Senate of Canada the irrevocable option to extend the term of the contract by up to two (2) additional one (1) year periods under the same terms and conditions.

The Senate of Canada may exercise the option years at any time by sending a written notice to the Contractor at least fifteen (15) days before the Contract expiry date. The option may only be exercised by the Contracting Authority and will be evidenced through a contract amendment.

### 4. Price Escalation and Cost

Upon Contract award, all prices quoted in the Contractor offer will remain firm for a period of three (3) years. Thereafter, on an annual basis, the Contractor may review the price of each item listed in the agreement and may propose increases. Such increases must not be greater than the consumer inflation factor as specified in the Canadian Consumers Price Index for the previous year. The Contractor must provide the Senate of Canada with a thirty (30) day written notice for any increase in cost of goods. Once this notification is received and accepted by the Senate of Canada, prices will remain firm until the next option period is exercised. Upon receipt of a formal notice, the Senate of Canada reserves the option to amend the Contract to reflect the new cost, remove the item from the Contract or cancel the Contract in its entirety.

### 5. Contract Amount

The Contractor will be paid for the costs reasonably and properly incurred in the supply, delivery and installation of the Goods and Services as determined in accordance with the Basis of Payment, to a limitation of expenditure of *(to be determined at contract award)* plus Applicable Taxes.

### 6. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the Province of Ontario.

### 7. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

### 8. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by events beyond the Contractor’s control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a “work around plan” including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

## 9. Indemnity Against Claims

- I. Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of;
  - any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof; and
  - any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments have been made by the Senate of Canada.

## 10. Termination of Contract

- I. The Senate of Canada may immediately terminate this contract if the Contractor is for any reason unable to provide the work or services required under this contract. Such termination notice shall be made in writing.
- II. The contract may be immediately terminated by the Senate of Canada if it is determined that the work or services provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The contract may be terminated by the Senate of Canada upon a **ten (10) days** written notice if it is determined that the work or services provided by the Contractor, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon a **ten (10) days** written notice.

## 11. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required under this Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide under this Contract a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- III. The Contractor has complete authority to enter into this Contract;
- IV. The Contractor warrants all work and services performed for a period of no less than 12 months from the completion of services or date of delivery.

## 12. Records to be Kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work or services and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work or services.

## 13. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the Contractor or any of its employees, or agents or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

## 14. Rules and Regulations

In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.

- I. The Contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offenses may result in a termination for

default under the Contract. If the Contractor made a false declaration in its bid, makes a false declaration under the Contract, fails to diligently maintain up-to-date the information herein requested, or if the Contractor or any of the Contractor's affiliates or subcontractors fail to remain free and clear of any acts or convictions specified herein during the period of the Contract, such false declaration or failure to comply may result in a termination for default under the Contract. The Contractor understands that a termination for default will not restrict the Senate of Canada's right to exercise any other remedies that may be available against the Contractor and agrees to immediately return any advance payments.

#### **15. Miscellaneous Restrictions**

- I. Under no circumstances shall the Contractor use any stationery with Senate of Canada letterhead to conduct business under this contract.
- II. It is the intention of the parties that the contract is for the performance of a service or services and that the Contractor is engaged as an independent Contractor providing services to the Senate and that the Contractor's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Contractor or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence over the scope of work.

#### **16. No Implied Obligations**

It is the intention of the parties that this contract is for the provision of goods and services. The Contractor is engaged as an independent contractor providing goods and services in accordance with this contract, to the Senate of Canada. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

#### **17. Subcontracts**

- I. The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- II. In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the Senate of Canada than the conditions of the Contract.
- III. Even if the Senate of Canada consents to a subcontract, the Contractor is responsible for performing the Contract and the Senate of Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

#### **18. Amendments to the Agreement**

No person other than the Manager of Procurement Services or his/her designate can amend this contract in any form. Any changes to the original contract shall be made in writing.

#### **19. Conflict of Interest**

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a condition of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

#### **20. Discrimination and Harassment in the Workplace**

- I. The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the Contractor, its directors or officers during the life of this Contract, the Senate of Canada reserves the right to immediately terminate the Contract. In such cases, the Senate of Canada shall only be liable for payment for services performed. No other costs or fees shall be due or payable by the Senate of Canada.

**21. Health and Safety**

The Contractor, while working in the Senate workplace, must comply with the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment. Particularly this entails:

- Refraining or minimizing the use of scented products while in the Senate workplace;
- Taking all reasonable measures to protect the health and safety of every employee and other person granted access to the workplace for work purpose; and
- No smoking in any buildings or within the vicinity (or within 9 meters) of entrances, exits, windows or air intakes of Senate occupied buildings in the Parliamentary Precinct.

If contractors breach those duties and responsibilities, corrective action will be taken which could include measures up to contract termination. The Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment will be available upon request.

**22. Advertisement**

The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed for the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

**23. Entire Agreement**

This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

**24. Authorities**

**I. Contracting Authority**

The Contracting Authority for the Contract is:

Rizwan Shah  
 Senior Procurement Officer  
 Finance and Procurement Directorate  
 Senate of Canada  
 Ottawa, ON K1A 0A4  
 Tel: 613-995-8888  
 E-mail: [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca)

**II. Project Authority**

The Project Authority for the Contract is:

xxxx  
 xxxx  
 xxxx  
 Senate of Canada  
 Ottawa, ON K1A 0A4  
  
 Telephone: xxxx  
 E-mail : [xxxx](#)

**III. Contractor's Representative**

xxxx  
 xxxx  
 xxxx  
 xxxx  
 xxxx

**25. Priority of Documents**

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

- a) the articles of the Request for Quotation including all annexes;
- b) the resulting contract;
- c) the Contractor’s Bid dated *(To be identified upon contract issuance)*.

## 26. Inspection and Acceptance

- I. All reports, deliverables, items, documents, goods and all services rendered under the Contract are subject to inspection by the Project Authority or his/her representative. Should any report, document, good or services not be in accordance with the requirement of the Statement of Work and to the satisfaction of the Project Authority or his/her representative, as submitted, the Project Authority will have the right to reject it or require the correction at the sole expense of the Contractor before recommending payment. The Senate of Canada reserves the right of access to any records resulting from this contract.

## 27. Notice

- I. Any notice or other communication may be given in any manner, and if required to be in writing, shall be addressed to the party to whom it is intended at the address in the contract or at the last address of which the sender has received written notice.
- II. Any notice or other communication given in writing in accordance with paragraph 26.I shall be deemed to have been received by either party:
  - a) If delivered personally, on the day that it was delivered
  - b) If forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed
  - c) If forwarded by facsimile or electronic mail, 24 hours after it was transmitted.
- III. A notice given under Termination of Contract shall be given in writing and, if delivered personally, shall be delivered, if the Contractor is a sole proprietor, to the Contractor

## 28. Proactive Disclosure

All contracts awarded by the Senate of Canada must reflect fairness in the spending of public funds. The Senate of Canada is obligated to report every quarter on its website, all contract awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.

## PART 5 – TERMS OF WORK AND PAYMENT

### 1. Basis of Payment

- I. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the cost specified in the Basis of Payment at Annex “C”.
- II. The Senate of Canada will not entertain any charges which are not specified in the Basis of Payment.

### 2. Invoicing

- I. The Contractor shall submit one detailed invoice which must include, at a minimum, the date the good and/or services were delivered, and the contract reference number.
- II. The Contractor’s certified invoice shall be forwarded to:

**The Senate of Canada  
Finance and Procurement Directorate  
40 Elgin Street, 11<sup>th</sup> floor  
Ottawa, Ontario  
K1A 0A4, Canada**

or by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

- III. The invoice must be reviewed and signed by the Project Authority or their delegated authority before payment is issued.
- IV. Payment by the Senate to the Contractor for work shall be made:
  - In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
  - In the case of a final payment, within thirty (30) days following the date of receipt of a final invoice for payment, or within thirty (30) days following the date on which the work is completed and accepted, whichever date is the later;
  - If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Contractor.

### 3. Method of Payment

- I. Direct Deposit: The Senate of Canada can deposit directly all payments into the individuals/corporation's account. Please submit a completed direct deposit form at Annex D with your bid.
- II. Payments will be addressed and mailed to the name and address indicated on the first page of the contract.

### 4. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The Applicable Taxes are not included in the contract amount.
- IV. The Applicable Taxes must be listed as a separate line item on all invoices.

### 5. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is “due and payable” when it is due and payable by the Senate to the Contractor according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. “Date of payment” means thirty (30) days from the date of receipt of the invoice at the Senate.
- IV. The “Bank Rate” shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.





- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Contractor. In the event that the Senate is not responsible for the delay in paying the Contractor, no interest shall be paid.
  
- VI. The Senate shall not be liable to pay the Contractor any interest on unpaid interest.

## ANNEX “A” - STATEMENT OF REQUIREMENTS

### TITLE

Interior Signage for Senate occupied buildings

### BACKGROUND

#### **The Senate of Canada Building:**

The Senate of Canada Building is the Senate’s temporary home. Originally Ottawa’s central train station, this building served until recently as the Government Conference Centre. Extensive renovations have given this historic structure a new lease on life, thanks to the Senate.

The Senate’s permanent home, Parliament’s Centre Block, is undergoing its first major rehabilitation since the building’s opening in 1920.

There had been a proposal to build an interim Senate Chamber in the courtyard of the East Block building. Instead, senators saw an opportunity to make their home in the neglected Government Conference Centre.

#### **1 Wellington:**

The 1 Wellington building was originally built in 1992 east of Parliament Hill, between the Rideau Canal and the Fairmont Château Laurier. It was the home of the Canadian Museum of Contemporary Photography until it became the Rideau Committee Rooms to support Parliamentary functions.

#### **Chambers:**

The Central Chambers building, Ottawa, was designed by J.J. Browne and was built in 1890-91. It is currently owned by the National Capital Commission.

The Chambers building represents the 19<sup>th</sup> Century, Queen Anne Revival style of commercial design in Canada. It dominates an important downtown intersection and forms an essential element of Confederation Square which was designated of national significance by the Historic Sites and Monuments Board of Canada.

#### **East Block:**

Originally built to house the offices of senators and members of Parliament, the East Block held the offices of Sir John A. Macdonald and Sir George-Étienne Cartier. Today, it still houses the offices of senators and their staff. The building also contains faithful recreations of the offices of its famous occupants from the 19<sup>th</sup> century.

#### **Victoria:**

The Victoria Building is a federal government office building that currently houses 40 offices for senators. The building also has four Senate committee rooms. It is located at 140 Wellington Street, directly facing Parliament Hill.

The Victoria Building was designed by John Albert Ewart. It was built from 1927 to 1928.

The red brick and limestone building were one of the first high-rises in Ottawa. Built by the Wellington Investments Company, it was leased by the Canadian Broadcasting Corporation from 1938 to 1964. In 1973, the federal government purchased the building.

The building became a Recognized Federal Heritage Building in 1987. It received the distinction for its historical, architectural and environmental value.

#### **Other Senate occupied Buildings:**

The Senate administration occupies offices in the Chambers Building on 40 Elgin Street on the 2<sup>nd</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 13<sup>th</sup> floor. Senators occupy offices in The Chambers building at 40 Elgin on the 6<sup>th</sup> and 7<sup>th</sup> floor. Other administrative spaces occupied by the Senate are 56 Sparks (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor), 60 Queen (12<sup>th</sup> floor), on the 8<sup>th</sup> and 9<sup>th</sup> floor of National Press Building located at 150 Wellington, and lastly at the warehouse on 95 rue Noel located in Quebec.

### SCOPE

The Senate of Canada requires signage that will be installed in front of Senator’s offices in all Senate occupied buildings including 40 Elgin 6<sup>th</sup> and 7<sup>th</sup> floor, committee rooms, boardrooms, administrative offices located in 40 Elgin (2<sup>nd</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 13<sup>th</sup> floor), 56 Sparks (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor), 60 Queen (12<sup>th</sup> floor), National Press Building/150 Wellington (8<sup>th</sup> and 9<sup>th</sup> floor) and 95 Noel (Quebec) in lobbies, elevators, major hallway intersections, and misc. utility facility.

Our Muntz plate is one of the most requested signs as it is dependent on change in government, retirees, and new senators. In this fiscal year (from April 1<sup>st</sup>, 2020 to March 31<sup>st</sup>, 2021), we are anticipating approximately 7 retirees, therefore, will result in new elected Senators which will require new Muntz plate. From 2020 to 2023, we are projecting an approximate of 20 retirees. Numbers of Muntz plate are subject to change based on the client’s request. Additional signage such as Directorate Signage for administrative buildings (such as 40 Elgin, 56 Sparks, 60 Queen, NPB and 95 Noel Street in Gatineau, Quebec), Directional Signage, Evacuation Map,

Utility and Function Signs, Workstation nameplate and other miscellaneous signage for all senate occupied building are requested depending on office moves, new functions and adjustments.

**CONTRACTOR RESPONSIBILITIES**

The contractor will be required to:

- provide proof of signage before fabrication to the Project Authority for acceptance;
- complete the requested signage and deliver to the Senate of Canada within 4 weeks from the date an order is issued to the Contractor for all regular requests;
- complete the requested signage and deliver to the Senate of Canada within 1-2 weeks from the date an order is issued to the Contractor for all urgent requests;
- install the signage in the location identified by the Senate, in a building within the Parliamentary Precinct;
- minor repairs for plaques previously installed.
- provide a standard warranty of no less than 12 months on all goods and services provided

**SENATE RESPONSIBILITIES:**

- ensure the requirements are clear and understood by the contractor;
- organize site visit, if required;
- provide valid Security clearance;
- provide access to the site to perform the work;
- inspect the object before it is accepted.

**ORDER PROCESS:**

- The Senate contact will communicate with the Contractor and provide a written statement of requirement.
- The Contractor will have **3 business days to provide a quote** to the Senate for the work requested.
- The Senate will review and if acceptable, provide a written acceptance to the Contractor.
- Upon completion of the work, the Contractor shall submit an invoice to the Senate for the work in accordance with the quote provided.



# ANNEX “B” – SCHEMATICS

## Signage Color Palette

(For all other buildings, signage color palette will be disclosed upon initial site visit)

### SCB & CH

WAYFINDING, DIRECTIONAL, ROOM



WHITE  
3M Matte white 7125-20



SATIN BLACK  
PMS Black 4 C



MEDIUM BRONZE  
Brass (Muntz) Alloy 280/464  
Medium Oxidized Satin



LIGHT BRONZE  
Brass (Muntz) Alloy 280/464  
Satin 100g



PMS WARM GREY 11  
Satin finish



GLASS / ACRYLIC  
Non-glare

### All Buildings

SAFETY & STANDARD



PROHIBITION RED  
PMS 193C



CAUTION YELLOW  
PMS 109C



EMERGENCY GREEN  
PMS 341C



PROHIBITION BLACK  
PMS --C



PROHIBITION WHITE  
PMS --C



INFORMATION BLUE  
PMS 3015C

### Fonts

65 Helvetical Neue Medium

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

**a b c d e f g h i j k l m n o p q r s t u v w x y z**

**0 1 2 3 4 5 6 7 8 9 0**

77 Helvetica Neue Condensed Bold

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

**a b c d e f g h i j k l m n o p q r s t u v w x y z**

**0 1 2 3 4 5 6 7 8 9 0**

55 Helvetica Neue Roman

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

**a b c d e f g h i j k l m n o p q r s t u v w x y z**

**0 1 2 3 4 5 6 7 8 9 0**

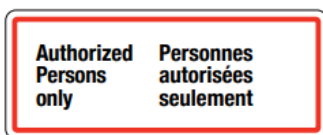
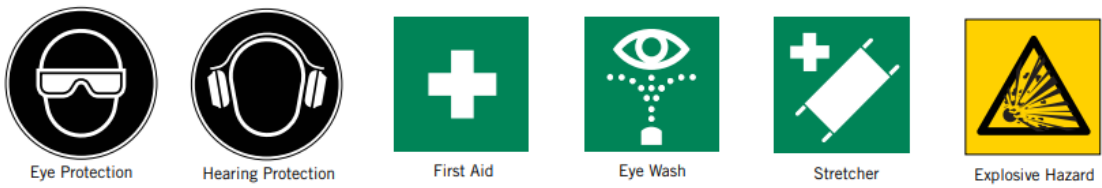
Garamond Bold Condensed

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

**a b c d e f g h i j k l m n o p q r s t u v w x y z**

**0 1 2 3 4 5 6 7 8 9 0**

**Pictograms (Reference Only)**



Restricted Access



Confined Space

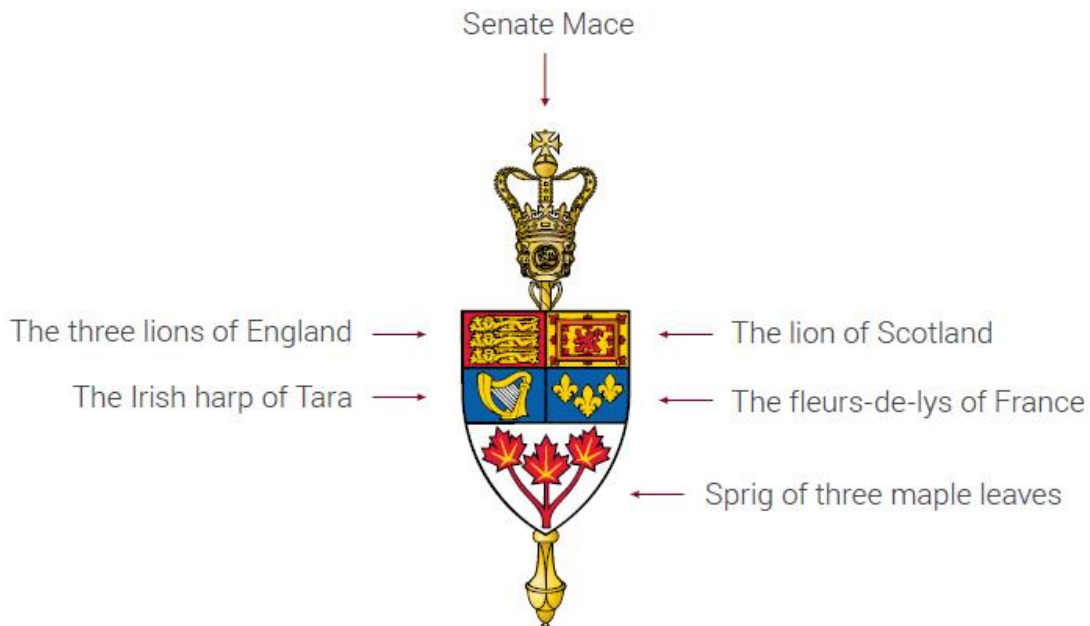


CAN/CSA-Z321-96 & ISO Graphic Symbol System

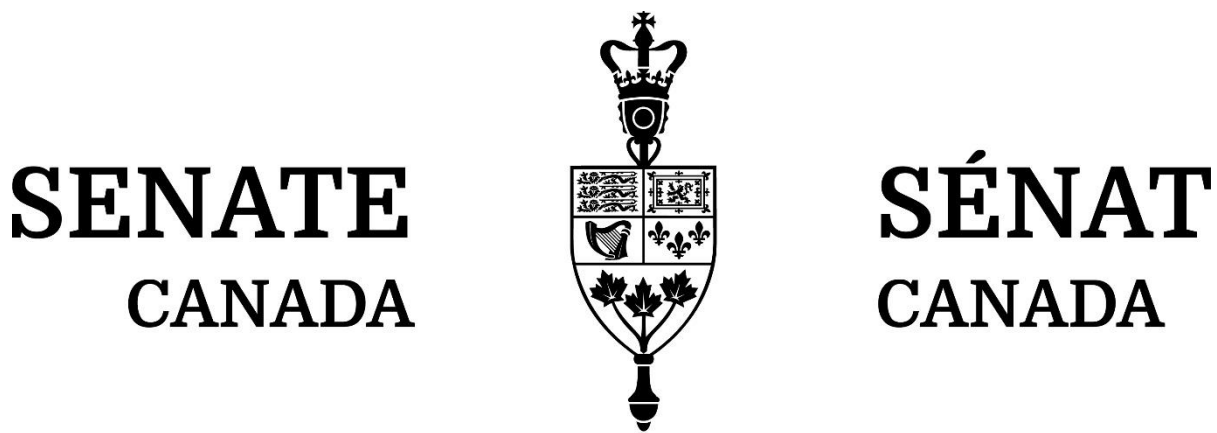
	Symbol signs	Text signs				
Prohibition		<table border="1"> <tr> <td>Authorized persons only</td> <td>Personnes autorisées seulement</td> </tr> </table>	Authorized persons only	Personnes autorisées seulement		
Authorized persons only	Personnes autorisées seulement					
Mandatory		<table border="1"> <tr> <td>Emergency exit</td> <td>Sortie de secours</td> </tr> <tr> <td>Unlocked by fire alarm</td> <td>Déverrouillée par l'avertisseur d'incendie</td> </tr> </table>	Emergency exit	Sortie de secours	Unlocked by fire alarm	Déverrouillée par l'avertisseur d'incendie
Emergency exit	Sortie de secours					
Unlocked by fire alarm	Déverrouillée par l'avertisseur d'incendie					
Caution		<table border="1"> <tr> <td>Caution!</td> <td>Attention!</td> </tr> <tr> <td>Open slowly</td> <td>Ouvrir avec soin</td> </tr> </table>	Caution!	Attention!	Open slowly	Ouvrir avec soin
Caution!	Attention!					
Open slowly	Ouvrir avec soin					
Danger		<table border="1"> <tr> <td>Danger!</td> <td>Danger!</td> </tr> <tr> <td>Keep clear</td> <td>Ne pas s'approcher</td> </tr> </table>	Danger!	Danger!	Keep clear	Ne pas s'approcher
Danger!	Danger!					
Keep clear	Ne pas s'approcher					
Emergency		<table border="1"> <tr> <td>Emergency use only</td> <td>Utiliser en cas d'urgence seulement</td> </tr> </table>	Emergency use only	Utiliser en cas d'urgence seulement		
Emergency use only	Utiliser en cas d'urgence seulement					
Information		<table border="1"> <tr> <td>Opening this door will cause an alarm to sound</td> <td>L'ouverture de cette porte déclenchera une alarme</td> </tr> </table>	Opening this door will cause an alarm to sound	L'ouverture de cette porte déclenchera une alarme		
Opening this door will cause an alarm to sound	L'ouverture de cette porte déclenchera une alarme					



**SENATE EMBLEM (FOR REFERENCE ONLY):**



Logo below will be used for Muntz Plate and Directorate Boards. Logo is subject to change depending type of signage and material.



**DESCRIPTION/ SPECIFICATIONS**

**1. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington - Suite ID (Front of House - FoH)**

Description	Requirement
Item	Suite ID Sign
Dimension/Shape	a) Overall Dimensions: 220mm (W) x 18mm (D) x 352mm (H) Sign Height Breakdown: b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign. c) 60mm (H) Halftone printed ceiling pattern onto 3mm (D) medium bronze brass Octolux panel. d) 220mm (H) Top Plate on 3mm (D) brass, horizontally brushed Graphics - Etched and filled, Dark Brown. e) Four (4) corner holes to install screws, 5mm diameter with 10mm countersink, location is 15mm o/c from corner edges. f) Four (4) 10mm diameter brushed brass screw cap covers. (Size may vary) g) 60mm (H) top plate on a 3mm (D) brass, horizontally brushed graphics – etched and filled, dark brown for background to the room numbering. h) 25mm Light Bronze Octolux cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) i) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background Sign Depth Breakdown: j) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 12mm (D) matte black backer panel. k) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	12mm thick matte black backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.



**2. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington - Room ID (Front of House - FoH)**

Description	Requirement
Item	Room ID (Number) Signs
Dimension/Shape	a) Overall Dimensions: 216mm (W) x 9mm (D) x 72mm (H) Sign Height Breakdown: b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign. c) 60mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room numbering. d) Light Bronze Octolux 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background. Sign Depth Breakdown: f) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 3mm (D) matte black acrylic backer panel. g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

Description	Requirement
Item	Room ID (Name and Number) Signs
Dimension/Shape	a) Overall dimension: 216mm (W) x 9mm (D) x 132mm (H) Sign Height Breakdown: b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign. c) 60mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room name. Text to be white vinyl. d) 60mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room numbering. e) Light Bronze Octolux 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) f) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background. Sign Depth Breakdown: g) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 3mm (D) matte black acrylic backer panel. h) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**3. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington - Room ID (Back of House - BoH)**

Description	Requirement
Item	Room ID (Number) Signs
Dimension/Shape	a) Overall dimension: 216mm (W) x 6mm (D) x 60mm (H) Sign Height Breakdown: b) 60mm (H) thick acrylic panel, painted PMS warm grey 11 satin finish for background to the room numbering. c) White Copy 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background. Sign Depth Breakdown: e) 3mm thick acrylic panel secured to a 3mm (D) matte black acrylic backer panel. f) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

Description	Requirement
-------------	-------------



Item	Room ID (Name and Number) Sign
Dimension/Shape	<p>a) Overall dimensions: 216mm (W) x 6mm (D) x 120mm (H)            Sign Height Breakdown:            b) 60mm (H) thick acrylic panel, painted PMS warm grey 11 satin finish for background to the room name. Text to be white vinyl.            c) 60mm (H) thick acrylic panel, painted PMS warm grey 11 satin finish for background to the room numbering.            d) White copy 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards)            e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background.            Sign Depth Breakdown:            f) 3mm thick acrylic panel secured to a 3mm (D) matte black acrylic backer panel.            g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.</p>
Text/Graphic	<p>a) Graphics may be provided by client (ie. Senate logo)            b) Text content and size to be disclosed upon call-up</p>
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

#### 4. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington Primary ID w/symbol (Font of House - FoH)

Description	Requirement
Item	Primary ID w/symbol
Dimension/Shape	<p>a) Overall dimensions: 216mm (W) x 9mm (D) x 292mm (H)            Sign Height Breakdown:            b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign.            c) 220mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room pictogram. Pictogram to be white silkscreened copy.            d) 60mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room numbering.            e) Light Bronze Octolux 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards)            f) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background.            Sign Depth Breakdown:            g) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 3mm (D) matte black acrylic backer panel.            h) Signage is not limited to illustration or specification. Requirement subject to change as per client request</p>
Text/Graphic	<p>a) Graphics may be provided by client (ie. Senate logo)            b) Text content and size to be disclosed upon call-up</p>
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.
Description	Requirement
Item	Primary ID w/slider
Dimension/Shape	<p>a) Overall dimension: 170mm (W) x 9mm (D) x 257mm (H)            Sign Height Breakdown:            b) 3mm thick panel (finish demonstrated in illustration)            c) 3mm back panel with 3mm reveal (finish demonstrated in illustration)            d) Light bronze picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards)            e) Light bronze copy, 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards)            f) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background            g) 3mm thick medium bronze brass OCTOLUX edges painted to match            h) Occupied/Available Slider            i) Signage is not limited to illustration or specification. Requirement subject to change as per client request</p>
Text/Graphic	<p>a) Graphics may be provided by client (ie. Senate logo)            b) Text content and size to be disclosed upon call-up</p>
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

#### 5. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington

**Directional Signage (Front of House - FoH)**

<b>Description</b>	<b>Requirement</b>
Item	Single Face: Directional signage with Plan
Dimension/Shape	<p>a) Overall dimensions: 430mm (W) x 9mm (D) x 372mm (H)            Sign Height Breakdown:            b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign.            c) Two (2) 60mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room numbering and/or pictograms. Room numbering and pictograms to be white vinyl copy.            d) 1mm reveal between sections            e) 240mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the floor plan. Plans to be digitally printed on optically clear vinyl, in both black and white colourways.            Sign Depth Breakdown:            f) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 3mm (D) matte black acrylic backer panel.            g) Signage is not limited to illustration or specification. Requirement subject to change as per client request            h) Additional illustration and braille may be added as per client request.            i) "You are here" arrow and directional signage containing additional graphics and text may be required upon client request.            j) Single slat replacement may be required</p>
Text/Graphic	<p>a) Graphics may be provided by client (ie. Senate logo)            b) Text content and size to be disclosed upon call-up – white vinyl copy</p>
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

<b>Description</b>	<b>Requirement</b>
Item	Directional signage without plans
Dimension/Shape	<p>a) Overall dimension: 430mm (W) x 9mm (D)x 372mm (H)            Sign Height Breakdown:            b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign.            c) Six (6) 60mm (H) slats on a 3mm (D) medium bronze/ brass octolux, for background to the room numbering and/or pictograms. Room numbering and pictograms to be white vinyl copy.            d) 1mm reveal between sections            Sign Depth Breakdown:            e) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 3mm (D) matte black acrylic backer panel.            f) Signage is not limited to illustration or specification. Requirement subject to change as per client request            g) Additional illustration and braille may be added as per client request.            h) Single slat replacement may be required</p>
Text/Graphic	<p>a) Graphics may be provided by client (ie. Senate logo)            b) Text content and size to be disclosed upon call-up – white vinyl copy</p>
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**6. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Directional Signage (Back of House - BoH)**

Description	Requirement
Item	Directional signage with Plan
Dimension/Shape	a) Overall dimension: 430mm (W) x 6mm (D) x 360mm (H) Sign Height Breakdown: b) Two (2) 60mm (H) top plate on a 3mm thick acrylic painted PMS warm Grey 11 Satin finish, for background to the room numbering and/or pictograms. Room numbering and pictograms to be white vinyl copy. c) 1mm reveal between sections d) 240mm (H) top plate on a 3mm thick acrylic painted PMS warm Grey 11 Satin finish, for background to the floor plan. Plans to be digitally printed on optically clear vinyl, in both black and white colorways. Sign Depth Breakdown: e) 3mm thick top plate in acrylic (PMS warm grey), fastened to 3mm (D) matte black acrylic backer panel. f) Signage is not limited to illustration or specification. Requirement subject to change as per client request g) Additional illustration and braille may be added as per client request. h) "You are here" arrow and directional signage containing additional graphics and text may be required upon client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up – white vinyl copy
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

Description	Requirement
Item	Directional signage without plans
Dimension/Shape	a) Overall dimension: 430mm (W) x 6mm (D) x 360mm (H) Sign Height Breakdown: b) Six (6) 60mm (H) slats on a 3mm thick acrylic painted PMS warm Grey 11 Satin finish, for background to the room numbering and/or pictograms. Room numbering and pictograms to be white vinyl copy. c) 1mm reveal between sections Sign Depth Breakdown: d) 3mm thick top plate in acrylic (PMS warm grey), fastened to 3mm (D) matte black acrylic backer panel. e) Signage is not limited to illustration or specification. Requirement subject to change as per client request f) Additional illustration and braille may be added as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up – white vinyl copy
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**7. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington - Evacuation Plan**

Description	Requirement
Item	Evacuation Plan
Dimension/Shape	a) Overall dimension: 445mm (W) x 9mm (D) x 290mm (H) Sign Height Breakdown: b) 290mm (H) non-glare clear acrylic with a 10mm H. opaque white vinyl, on all edges, 1st surface to cover tap behind. Sign Depth Breakdown: c) 3mm thick non-glare clear acrylic d) 3M clear VHB tape strips, sides and bottom, to form a pocket for paper inserts e) 3mm thick opaque matte white backer panel fastened to a 3mm thick matte black acrylic backer panel. f) Sign requirements are subject to change as per client request
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**8. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Utility and Function Signs (Front of House - FoH)**

<b>Description</b>	<b>Requirement</b>
Item	Utilities signs
Dimension/Shape	a) Overall dimension: 170mm (W) x 9mm (D) x 257mm (H) Sign Height Breakdown: b) 3mm (H) medium bronze back panel with a 3mm (H) reveal located at both the top and the bottom edges of the sign. c) 185mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room name or pictogram. d) Light bronze octolux pictogram, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) e) 60mm (H) top plate on a 3mm (D) medium bronze/ brass octolux, for background to the room numbering. f) Light bronze octolux 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) g) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background Sign Depth Breakdown: h) 3mm thick top plate in a medium bronze/ brass Octolux finish secured to a 3mm (D) medium bronze back panel. Fastened to 3mm (D) matte black acrylic backer panel. i) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**9. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Utility and Function Signs (Back of House - BoH)**

<b>Description</b>	<b>Requirement</b>
Item	Utilities signs
Dimension/Shape	a) Overall dimension: 170mm (W) x 6mm (D) 245mm (H) Sign Height Breakdown: b) 185mm (H) top plate on a 3mm (D) thick acrylic painted PMS warm grey 11, satin finish for the background to the room name or pictogram. c) Pictogram to be white, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) 60mm (H) top plate on a 3mm (D) thick acrylic painted PMS warm grey 11, satin finish for the background to the room numbering. e) white copy, 25mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) f) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background, Sign Depth Breakdown: g) 3mm thick top plate in a warm grey acrylic finish fastened to 3mm (D) matte black acrylic backer panel. h) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	3mm thick matte black acrylic backer panel
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**10. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Utility and Function Signs (Back of House - BoH)**

<b>Description</b>	<b>Requirement</b>
Item	Utilities signs
Dimension/Shape	a) Overall dimension: 300mm (W) x 3mm (D) 300mm (L) Sign Height Breakdown: b) 3mm thick acrylic painted green PMS 341, Sign single-sided. c) White picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.
<b>Description</b>	<b>Requirement</b>
Item	Utilities signs
Dimension/Shape	a) Overall dimension: 325mm (W) x 31mm (D) x 300mm (L) b) 3mm thick acrylic painted green PMS 341, backed with 25mm width bracket, painted green PMS 341, hidden fasteners. c) Sign double-sided. d) White picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) e) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.
<b>Description</b>	<b>Requirement</b>
Item	Utilities signs
Dimension/Shape	a) Overall dimension: 160mm (W) x 650mm (L) b) 1.5 mm aluminum panel Pre-painted white c) Silkscreened symbol to be Silkscreened Green d) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.
<b>Description</b>	<b>Requirement</b>
Item	Utilities signs (Front of House - FoH)
Dimension/Shape	a) Overall dimension: 150mm (W) x 150mm (L) b) 4.5 mm thick panel, medium bronze finish c) Light bronze OCTOLUX picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) Signage designed to stand alone. e) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.
<b>Description</b>	<b>Requirement</b>
Item	Utilities signs (Front of House - FoH)
Dimension/Shape	a) Overall dimension: 100mm (W) x 100mm (L), 100mm (W) x 130mm (L) b) 3 mm thick medium bronze, satin anodized finish, with beveled edges. c) Silkscreened pictogram to match light bronze color d) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.



Description	Requirement
Item	Utilities signs (Back of House - BoH)
Dimension/Shape	a) Overall dimension: 100mm (W) x 100mm (L) d) 3 mm thick acrylic painted PMS warm grey 11, satin finish, with beveled edges. c) Silkscreened white pictogram d) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

### 11. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington Amenity & Utility | Washrooms (Front of FoH)

Description	Requirement
Item	Amenity & Utility   Washrooms
Dimension/Shape	a) Overall dimension: 300mm (W) x 31mm (D) 300mm (L) Sign Height Breakdown: b) 3mm thick medium bronze panel, satin anodized finish, backed with 25mm width bracket, dark bronze finish, hidden fasteners. c) Sign can either be single or double-sided. d) 1.5mm thick light bronze pictogram. e) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Screw fasteners. Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

Description	Requirement
Item	Amenity & Utility   Washrooms
Dimension/Shape	a) Overall dimension: 170mm (W) x 9mm (D) 257mm (L) b) Light bronze picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards). c) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) White vinyl pictogram. e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background f) 3mm thick matte black acrylic backer panel g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**12. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Amenity & Utility | Washrooms (Back of House - BoH)**

Description	Requirement
Item	Amenity & Utility   Washrooms
Dimension/Shape	a) Overall dimension: 325mm (W) x 31mm (D) x 300mm (L) b) 3mm thick acrylic painted PMS warm grey 11, satin finish, backed with 25mm width bracket, painted black satin finish, hidden fasteners. c) Sign can either be single or double-sided. d) White vinyl pictogram. e) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Screw fasteners. Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.
Description	Requirement
Item	Amenity & Utility   Washrooms
Dimension/Shape	a) Overall dimension: 170mm (W) x 31mm (D) x 245mm (L) b) 3mm thick acrylic painted PMS warm grey 11, satin finish, backed with 25mm width bracket, painted black satin finish, hidden fasteners. c) Sign can either be single or double-sided. d) White vinyl pictogram. e) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**13. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Exit Stairwell ID with text - (Front of House - FoH)**

Description	Requirement
Item	Exit Stairwell ID
Dimension/Shape	a) Overall dimension: 170mm (W) x 337mm (L), 170mm (W) x 257mm b) Painted PMS 341, satin finish c) Light bronze copy & picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background f) 3mm thick matte black acrylic backer panel g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Wall mounted. Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**14. Interior Signage Exit Stairwell ID without text - (Front of House - FoH)**

Description	Requirement
Item	Exit Stairwell ID
Dimension/Shape	a) Overall dimension: 170mm (W) x 182mm (L) b) Painted PMS 341, satin finish c) Light bronze copy raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background f) 3mm thick matte black acrylic backer panel) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Wall mounted. Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.





**15. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Exit Stairwell ID with text - (Back of House - BoH)**

Description	Requirement
Item	Exit Stairwell ID
Dimension/Shape	<ul style="list-style-type: none"> <li>a) Overall dimension: 170mm (W) x 6mm (D) x 325mm (L)</li> <li>b) Painted PMS 341, satin finish</li> <li>c) White copy &amp; picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards)</li> <li>d) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards)</li> <li>e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background</li> <li>f) 3mm thick matte black acrylic backer panel</li> <li>g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.</li> </ul>
Text/Graphic	<ul style="list-style-type: none"> <li>a) Graphics may be provided by client (ie. Senate logo/ evacuation map)</li> <li>b) Text content and size to be disclosed upon call-up</li> </ul>
Sign Mount	Wall mounted. Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

Description	Requirement
Item	Exit Stairwell ID without text
Dimension/Shape	<ul style="list-style-type: none"> <li>a) Overall dimension: 170mm (W) x 170mm (L)</li> <li>b) Painted PMS 341, satin finish</li> <li>c) White copy &amp; picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards)</li> <li>d) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards)</li> <li>e) Braille (Grade 1), raised 0.8 to 1.5 mm above the surface (to meet ADA Standards); colour to match background</li> <li>f) 3mm thick matte black acrylic backer panel</li> <li>g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.</li> </ul>
Text/Graphic	<ul style="list-style-type: none"> <li>a) Graphics may be provided by client (ie. Senate logo/ evacuation map)</li> <li>b) Text content and size to be disclosed upon call-up</li> </ul>
Sign Mount	Wall mounted. Subject to change to respect architectural integrity.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**16. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Push Bar Exit ID - (Front of House - FoH & Back of House - BoH)**

Description	Requirement
Item	Push Bar Exit ID
Dimension/Shape	<ul style="list-style-type: none"> <li>a) Overall dimension: 455mm (W) x 55mm (L)</li> <li>b) 1mm thick medium bronze, satin anodized finish, with silkscreened copy to match light bronze colour or with black silkscreened copy.</li> <li>c) Signage is not limited to illustration or specification. Requirement subject to change as per client request.</li> </ul>
Text/Graphic	<ul style="list-style-type: none"> <li>a) Graphics may be provided by client (ie. Senate logo/ evacuation map)</li> <li>b) Text content and size to be disclosed upon call-up</li> </ul>
Sign Mount	Mounted with tape and/or silicone.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**17. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Misc. Vinyl - (Front of House - FoH & Back of House - BoH)**

Description	Requirement
Item	Misc. Vinyl
Dimension/Shape	<ul style="list-style-type: none"> <li>a) Overall dimension: 500mm (W) x 200mm (L)</li> <li>b) White vinyl with digitally printed copy Decal applied to first surface.</li> <li>c) Signage is not limited to illustration or specification. Requirement subject to change as per client request.</li> </ul>
Text/Graphic	<ul style="list-style-type: none"> <li>a) Graphics may be provided by client (ie. Senate logo/ evacuation map)</li> <li>b) Text content and size to be disclosed upon call-up</li> </ul>
Sign Mount	Mounted with tape and/or silicone.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**18. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Door Tag - (Front of House - FoH & Back of House - BoH)**

Description	Requirement
Item	Door Tag
Dimension/Shape	a) Overall dimension: 50mm (W) x 17mm (L), 63mm (W) x 17mm (L) b) Edge print tag with background colour to match door frame and white text. c) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Mounted with tape and/or silicone.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**19. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Door Push/Pull - (Front of House – FoH)**

Description	Requirement
Item	Door Push/Pull
Dimension/Shape	a) Overall dimension: 170mm (W) x 257mm (L) b) Light bronze picto, raised 0.8 to 1.5mm above the surface (to meet ADA Standards) c) White Tactile copy, 16mm cap.H., raised 0.8 to 1.5mm above the surface (to meet ADA Standards) d) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Mounted with tape and/or silicone.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**20. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Stanchion Panel - (Front of House – FoH)**

Description	Requirement
Item	Stanchion Panel
Dimension/Shape	a) Overall dimension: 280mm (W) x 355mm (L) b) 3mm thick panel, medium bronze finish c) White silkscreened copy and pictogram d) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Mounted with tape and/or silicone.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**21. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington  
Pedestal Directional Sign - (Front of House – FoH)**

Description	Requirement
Item	Pedestal Directional Sign
Dimension/Shape	a) Overall dimension: 435mm (W) x 1800mm (L) b) 1.27mm bronze cladding on honeycomb-core panel mounted to bronze plate base. c) Provide solid blocking at core perimeter for securement of cladding. d) White vinyl copy e) Direct digital print on substrate. f) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Provide solid blocking at core perimeter for securement of cladding.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.



Description	Requirement
Item	Pedestal Paper Holder
Dimension/Shape	a) Overall dimension: 435mm (W) x1800mm (L) b) 10mm H. opaque white vinyl, top and bottom, on 1st surface to cover tap behind c) 3mm thick non-glare clear acrylic d) Dotted line showing paper insert from the side; 8.5" x 14" e) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Provide solid blocking at core perimeter for securement of cladding.
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

## 22. Interior Signage Senate of Canada Building, Chambers Building and 1 Wellington Paper Holder - (Front of House – FoH)

Description	Requirement
Item	Paper Holder
Dimension/Shape	a) Overall dimension: 216mm (W) x 302mm (L) b) 3mm thick non-glare clear acrylic c) 10mm H. opaque white vinyl, top and bottom, on 1st surface to cover tab behind d) 3M® clear VHB tape strips, top and bottom, to form pocket for Insert e) 3mm thick panel, medium bronze finish, backed with 3mm thick matte black acrylic f) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Mounted to wall/door with tape and/or silicone
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

## 23. Interior Signage - Commemorative Plaque- (Front of House – FoH)

Description	Requirement
Item	Commemorative Plaque
Dimension/Shape	a) Overall dimension: 216mm (W) x 9mm (D) x 292mm (L) b) 3mm medium bronze back panel with 3mm reveal c) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo/ evacuation map) b) Text content and size to be disclosed upon call-up
Sign Mount	Mounted to wall/door with tape and/or silicone
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

TITLE**Interior Signage for East Block**

## DESCRIPTION/ SPECIFICATIONS

**24. Interior Signage East Block - Suite ID - (Front of House – FoH)**

Description	Requirement
Item	Muntz Plate
Dimension/Shape	a) Overall size to be 200mm(W) x 3mm (D) x 200mm (H) b) 3mm Muntz plate, horizontal brushed finish c) Four (4) 10mm diameter brushed brass screw caps d) Sign to be lacquered using clear urethane lacquer specifically designed for muntz, containing anti-tarnish additives. e) Sign to be chemically etched, engraved at .015 to .020 inches in depth. f) ITC Garamond MM 595 BD 400 CN (Adobe Type Library). g) Infill to be dark brown with mat finish. Colour to be custom blend to match existing. h) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**25. Interior Signage East Block - Way-finding - Directional Brass Board - (Front of House – FoH)**

Description	Requirement
Item	Directional/ Orientation Brass Sign (Primary)
Dimension/Shape	a) Overall dimension: 570mm (H) x 370mm (W) (Contractor will have to validate depth of signage on site) b) Supporting Background sign varies depending on designated facility finishes. Contractor will have to replicate what's existing in East Block. c) Background, text and illustration colors may vary depending on BoH and FoH. To be disclosed upon call-up. Illustrations demonstrates general idea. d) Signage is not limited to illustration or specification. Requirement subject to change as per client request. Illustration is only used as visual reference.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo, base building plans) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**26. Interior Signage East Block - Secondary Way-finding - (Front of House – FoH)**

Description	Requirement
Item	Directional wall mounted signs
Dimension/Shape	a) Overall dimension: 435mm (W) x 285mm (H) b) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**27. Interior Signage East Block – Washrooms - (Front of House – FoH)**

Description	Requirement
Item	Miscellaneous signage
Dimension/Shape	a) Overall dimension: 200mm (W) x 200mm (L) – (Contractor will have to validate depth of signage on site.) b) Signage is not limited to illustration or specification. Requirement subject to change as per client request. c) Full specifications may vary based on signage and request. Dimensions and shape will follow existing standards demonstrated in illustrations with the possibility of minor modifications.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

TITLE**Interior Signage for Victoria Building**

## DESCRIPTION/ SPECIFICATIONS

**28. Interior Signage Victoria Building - Suite ID - (Front of House – FoH)**

Description	Requirement
Item	Muntz plate base
Dimension/Shape	Wooden Base (overall dims of base: Xmm (W) Xmm (D) Xmm (H) a) Solid tainted maple section, lacquer finish 3 coat: canlaq #462-135, satin finish 85%. See general note 3 on sheet S 1 b) Metal machined insert, brush finish on exposed surface as detailed @ 6/S7. See general note 2 on sheet S1 d) 6mm aluminum back plate. utility finish. e) 25mm wood screw required f) Solid brass cut numbers 3mm, brush finish. g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**29. Interior Signage Victoria Building - Room ID - (Front of House – FoH)**

Description	Requirement
Item	Wall mounted room ID
Dimension/Shape	Overall Dimensions: 200mm (W) x 3mm (D) x 310mm (L) a) Frame is used for washrooms, identification and service rooms. b) 85% solid maple section, lacquer finish 3 coat: canlaq #462-135, satin finish 85% c) Metal machined insert, brush finish on exposed surface as detailed @ 7/S7. See general note 2 on sheet S1 d) Clear acrylic spacer sheet 3mm e) 6mm aluminum back plate. Utility finish. f) 25mm wood screw required g) Signage is not limited to illustration or specification. Requirement subject to change as per client request.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**30. Interior Signage Victoria Building - Room ID Plate - (Front of House – FoH)**

Description	Requirement
Item	Wall room ID plate
Dimension/Shape	Overall Dimensions: 160mm (W) x 3mm (D) x 275mm (L) a) Metal top place, etched. Filled & horizontal brushed b) Graphics etched and filled with dark brown paint (PMS black 5) c) Metal cap screw, horizontal brushed. d) Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**31. Interior Signage Victoria Building - Directional signage - (Front of House – FoH)**

Description	Requirement
Item	Directional signage w/map
Dimension/Shape	a) Note that illustration is for visual reference, not for specifications. Signage is not limited to illustration or specification. Requirement subject to change as per client request. b) Solid maple section natural color, lacquer finish 3 coat: canlaq #462-135, satin finish 85% c) Metal machined insert, brush finish on exposed surface as detailed @ 6/S7. See general note 2 on sheet S1 d) Silk-screened (4 colors) orientation plan on Aluminum plate 3mm, horizontal brushed finish. e) Clear acrylic spacer sheet 3mm f) 6mm aluminum back plate. Utility finish. g) Mechanical attach system with fileted screw to receive 5 mm dia. aluminum cap screw
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

Description	Requirement
Item	Directional signage without map
Dimension/Shape	Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications. a) Solid wood section, lacquer finish 3 coat: canlaq #462-135, satin finish 85%. b) Metal machined insert, brush finish on exposed surface as detailed @ 6/S7. c) Directional panel on metal plate 3mm, horizontal brushed finish. d) 6mm aluminum back plate. Utility finish.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**32. Interior Signage Victoria Building - Evacuation Signage**

Description	Requirement
Item	Evacuation signage
Dimension/Shape	Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications. a) Solid wood section, lacquer finish 3 coat: canlaq #462-135, satin finish 85%. b) Metal machined insert, brush finish on exposed surface as detailed @ 6/S7. c) Polycarbonate cover. 20mm opaque border d) 6mm aluminum back plate. Utility finish. e) Steel sheet backing 0.95mm with thin adhesive full surface. f) 13mm magnetic sticker laminated with vinyl metallic finish matching metal insert
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

TITLE**Interior Signage for other Senate buildings**

## DESCRIPTION/ SPECIFICATIONS

**34. Interior Signage - Standard Offices and Workstations**

<b>Description</b>	<b>Requirement</b>
Item	Standard offices and workstations
Dimension/Shape	Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications. a) Room ID sign must have either one or two sliders for paper insert, tactile and braille room number. Will be identified by client.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**35. Interior Signage - Directional Signage**

<b>Description</b>	<b>Requirement</b>
Item	Directional signage
Dimension/Shape	Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo, floor plan) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

**36. Interior Signage - Directorate Signage**

<b>Description</b>	<b>Requirement</b>
Item	Directorate Signage
Dimension/Shape	Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	Wall/Door-mounted with tape and/or silicone - Adhesive subject to change to respect architectural integrity.

TITLE

**Interior Signage - Heritage**

**37. Interior Signage - Heritage**

Description	Requirement
Item	Heritage name plates
Dimension/Shape	a) Vendor must be capable of engraving blank name plates provided by the Senate of Canada b) Vendor must be capable of producing additional name plates of matching specifications once the Senate's stock of blanks is exhausted. c) The name plates, spacers, and half spacers are all made of acrylic d) Name plates are black satin finish e) Font is centered on name plate f) Font is High Tower Text g) Names are in small caps h) Font is gold colored and size 22 (if names are too long to fit, 21 size font is used) Signage is not limited to illustration or specification. Requirement subject to change as per client request. Note that illustration is for visual reference, not for specifications.
Text/Graphic	a) Graphics may be provided by client (ie. Senate logo) b) Text content and size to be disclosed upon call-up
Sign Mount	Will be disclosed upon call-up
Adhesive	N/A



## ANNEX “C” - BASIS OF PAYMENT

Provide pricing for the supply, delivery and installation of all goods and services for one sign. All prices quoted will be valid for three (3) years.

You must bid on all items in order for your bid to be deemed compliant.

**All pricing must be in Canadian funds and include applicable Canadian custom duties and excise taxes.**

Item	Description	Page Reference	Unit Cost
1	Interior Signage Senate of Canada Building and Chambers Building and 1 Wellington - Suite ID (Front of House – FoH)	Page 24	
	Room ID (Number) Signs		
	Room ID (Name and Number) Signs		
2	Interior Signage Senate of Canada Building and Chambers Building and 1 Wellington - Room ID (Front of House – FoH)	Page 25	
	Room ID (Number) Signs		
	Room ID (Name and Number) Sign		
3	Interior Signage Senate of Canada Building and Chambers Building and 1 Wellington - Room ID (Back of House - BoH)	Page 25	
	Room ID (Number) Signs		
	Room ID (Name and Number) Sign		
4	Interior Signage Senate of Canada Building and Chambers Building and 1 Wellington - Room ID w/symbol (Front of House – BoH)	Page 26	
	Primary ID w/symbol		
	Primary ID w/slider		
5	Interior Signage Senate of Canada Building and Chambers Building and 1 Wellington - Directional Signage (Front of House – FoH)	Page 27	
	Single Face: Directional signage with Plan		
	Directional signage without plans		
6	Interior Signage Senate of Canada Building and Chambers Building and 1 Wellington - Evacuation Map (Back of House – BoH)	Page 28	
	Directional signage with Plan		
	Directional signage without plans		
7	Interior Signage Senate of Canada Building & Chambers Building and 1 Wellington – Evacuation Plan	Page 28	
	Evacuation Plan		
8	Interior Signage Utility and Function Signs (Front of House – FoH)	Page 29	
	Utilities signs		
9	Interior Signage Utility and Function Signs (Back of House – BoH)	Page 29	
	Utilities signs		
10	Interior Signage Utility and Function Signs (Back of House – BoH)	Page 30	
	Utilities signs (325mm (W) x 31mm (D) x 300mm (L))		
	Utilities signs (Overall dimension: 160mm (W) x 650mm (L))		



Item	Description	Page Reference	Unit Cost
	Utilities signs (Front of House - FoH) (Overall dimension: 150mm (W) x 150mm (L))		
	Utilities signs (Front of House - FoH) (Overall dimension: 100mm (W) x 100mm (L), 100mm (W) x 130mm (L))		
	Utilities signs (Back of House - BoH) (Overall dimension: 100mm (W) x 100mm (L))		
11	Interior Signage Amenity & Utility Washrooms (Front of House – FoH)	Page 31	
	Amenity & Utility   Washrooms (Overall dimension: 300mm (W) x 31mm (D) 300mm (L))		
	Amenity & Utility   Washrooms (Overall dimension: 170mm (W) x 9mm (D) 257mm (L))		
12	Interior Signage Amenity & Utility Washrooms (Back of House – BoH)	Page 32	
	Amenity & Utility   Washrooms (Overall dimension: 325mm (W) x 31mm (D) x 300mm (L))		
	Amenity & Utility   Washrooms (Overall dimension: 170mm (W) x 31mm (D) x 245mm (L))		
13	Interior Signage Exit Stairwell ID with Text (Front of House – FoH)	Page 32	
	Exit Stairwell ID		
14	Interior Signage Exit Stairwell ID without Text (Front of House – FoH)	Page 32	
	Exit Stairwell ID		
15	Interior Signage Exit Stairwell ID with Text (Back of House – BoH)	Page 33	
	Exit Stairwell ID		
	Exit Stairwell ID without text		
16	Interior Signage Push Bar Exit ID (Front of House –FoH & Back of House – BoH)	Page 33	
	Push Bar Exit ID		
17	Interior Signage Misc. Vinyl (Front of House – FoH & Back of House – BoH)	Page 33	
	Misc. Vinyl		
18	Interior Signage Door Tag (Front of House – FoH & Back of House – BoH)	Page 34	
	Door Tag		
19	Interior Signage – Door Push/Pull (Front of House – FoH)	Page 34	
	Door Push/Pull		
20	Interior Signage – Stanchion Panel (Front of House – FoH)	Page 34	
	Stanchion Panel		
21	Interior Signage – Pedestal Directional Sign (Front of House – FoH)	Page 34	
	Pedestal Directional Sign		
	Pedestal Paper Holder		
22	Interior Signage – Paper Holder (Front of House – FoH)	Page 35	
	Paper Holder		
23	Interior Signage – Commemorative Plaque (Front of House – FoH)	Page 35	
	Commemorative Plaque		



Item	Description	Page Reference	Unit Cost
24	Interior Signage East Block – Suite ID (Front of House – FoH)	Page 36	
	Muntz Plaque		
25	Interior Signage East Block – Way-finding – Directional Brass Board (Front of House – FoH)	Page 36	
	Directional/ Orientation Brass Sign (Primary)		
26	Interior Signage East Block – Secondary Way-finding (Front of House – FoH)	Page 36	
	Directional wall mounted signs		
27	Interior Signage East Block – Washrooms (Front of House – FoH)	Page 36	
	Miscellaneous signage		
28	Interior Signage Victoria Building – Suite ID (Front of House – FoH)	Page 37	
	Muntz plate base		
29	Interior Signage Victoria Building – Room ID (Front of House – FoH)	Page 37	
	Wall mounted room ID		
30	Interior Signage Victoria Building – Room ID Plate (Front of House – FoH)	Page 37	
	Wall room ID plate		
31	Interior Signage Victoria Building – Directional Signage (Front of House – FoH)	Page 38	
	Directional signage w/map		
	Directional signage without map		
32	Interior Signage Victoria Building – Evacuation Signage	Page 38	
	Evacuation signage		
33	Interior Signage – Standard Offices and Workstations	Page 39	
	Standard offices and workstations		
34	Interior Signage – Directional Signage	Page 39	
	Directional Signage		
35	Interior Signage – Directorate Signage	Page 39	
	Directorate Signage		
36	Interior Signage – Heritage	Page 40	
	Heritage name plates		
	<b>Grand Total for Evaluation Purposes</b>		

Name of Company: \_\_\_\_\_

Signature & Title: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_



**ANNEX “D” - DIRECT DEPOSIT FORM**



FINANCES AND PROCUREMENT DIRECTORATE  
 Supplier Creation &  
 Direct Deposit Enrollment Form

Protected once completed  
 For internal use only   
 Supplier ID Code

**INSTITUTION AND ACTION REQUIRED - Please select:**

Create - Senate of Canada

Reason for action:

**Section 1 - SUPPLIER DETAILS**

LEGAL NAME:  Tel:

OPERATING NAME:  Tel:

ADDRESS:  
 Street No. /PO BOX:  Postal Code/Zip:   
 City:  Province / State:  Country:

Remittance Address if different from above:  
 Street No. /PO BOX:  Code Postal/Zip :   
 City:  Province / State:  Country:

HST/GST (If applicable Corporation)

Social Insurance Number (for Contractor)

**Section 2 - SUPPLIER PAYMENT DETAILS**

CANADIAN \$  OTHER CURRENCY  (By Cheque Only)

Method of Payment:  
 CHEQUE  (CND \$) DIRECT DEPOSIT - Please Attach a blank "VOIDED" cheque or other related banking documents - Recommended

Direct Deposit Email Payment Notification:  
 EMAIL Address 1   
 EMAIL Address 2

**Section 3 - CONSENT**

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents.

Name:   
 Signature:  Date:

COMMENTS:

Please submit the completed and signed form (and attachment) to the Senate Procurement Division by e-mail at: