



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

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Security System Upgrade - Vancouver Security System Upgrade - Vancouver	
Solicitation No. - N° de l'invitation 86100-191076/A	Date 2020-12-22
Client Reference No. - N° de référence du client 86100-191076	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-329-79500	
File No. - N° de dossier hn329.86100-191076	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-02-08 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dumaresq, Steve	Buyer Id - Id de l'acheteur hn329
Telephone No. - N° de téléphone (613) 296-1704 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
L'Esplanade Laurier
East Tower, 4th floor,
Ottawa
Ontario
K1A 0S5

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

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SUBMISSION OF BIDS

In light of the current COVID-19 pandemic, it is recommended that all suppliers submit their bid using the epost Connect:

Given that many people are currently working from home and in an effort to reduce the spread of the Coronavirus disease (COVID-19) within communities, bidders are highly encouraged to transmit their bid electronically using the epost Connect service.

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- - -

If you experience difficulties with the epost connect system, you may contact our Bids Receiving Unit at the following address for assistance:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

BIDDERS' CONFERENCE (TELECONFERENCE)

6 January 2021

1 PM (Ottawa local time)

Microsoft Teams (MS Teams) meeting details:

Please contact contracting authority at steve.dumaresq@tpsgc-pwgsc.gc.ca

The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend.

Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending.

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

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Requirement, the Basis of Payment, the Federal Contractors Program for Employment Equity – Certification and any other annexes.

1.2 Summary

1.2.1 The Immigration and Refugee Board of Canada (IRB) has a requirement to upgrade existing security systems; CCTV, egress alarm, panic alarms and remote door releases, in its Vancouver office.

The IRB operates on three full and two half floors of the Library Square Tower office building located at 300 West Georgia Street. The three full floors - 16, 17 and 18 - being contiguous and the remainder of operations are located on the 8th and 20th floors [for the purposes of the project, the system will provide coverage on floors 16, 17, 18 and 20 allow for future expansion to the 8th floor.

The work includes the design, supply, installation, testing and provision of operational and technical training as described in the Statement of Work. Refer to Annex A.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Resulting Contract Clauses.

1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

In light of the current COVID-19 pandemic, it is recommended that all suppliers submit their bid using the epost Connect.

Given that many people are currently working from home and in an effort to reduce the spread of the Coronavirus disease (COVID-19) within communities, bidders are highly encouraged to transmit their bid electronically using the epost Connect service.

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

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2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fourteen (14) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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

Section I: Technical Bid (2 hard copies) and 2 soft copies on USB key;
Section II: Financial Bid (1 hard copy) and 1 soft copy on USB key;

Section III: Certifications (1 hard copy) and 1 soft copy on USB key;
Section IV: Additional Information (1 hard copy) and 1 soft copy on USB key.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with all pricing requirements presented herein.

3.1.1 Exchange Rate Fluctuation Risk Mitigation

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form PWGSC-TPSGC 450, Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form PWGSC-TPSGC 450, for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

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Section III: Certifications

Bidders must submit the certifications required under Part 5.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

Section IV: Additional Information

3.1.2 Contractor's Representative

Name and telephone number of the person responsible for:

General enquiries

Delivery follow-up

Name: _____	Name: _____
Telephone: _____	Telephone: _____
Facsimile: _____	Facsimile: _____
E-mail: _____	Facsimile: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

For the purpose of the Evaluation Process only, "**Bidder**" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It may also include the parent or subsidiaries of the Bidder.

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

Bidders should address the evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

4.1.1.1 Mandatory Technical Criteria

Bidders must present a clearly organized proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliance to all items presented in the Statement of Requirement (STR) and criteria at Annex A.

- a) Compliance to all requirements presented in this solicitation;
- b) Technical compliance to the Statement of Requirement at Annex A;
- c) Bidder must submit a complete security solution with all necessary technical information and documentation to demonstrate compliance to the requirement presented herein.

Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

4.1.2 Financial Evaluation

- a) Compliance with the pricing requirements presented herein;
- b) Compliance and completion of an Annex B, Pricing Schedule.

4.1.2.1 Pricing Basis

Firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with all applicable Custom duties and Excise taxes included.

Freight charges to destination included.

All costs related to travel and living expenses included.

Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) not included.

If Bidder is requesting the exchange rate fluctuation protection, a completed Claim for Exchange Rate Adjustments form (PWGSC-TPSGC 450) must be included with submitted bid.

The Total Evaluated Bid Price is the sum of all items at Annex B, Pricing Schedule.

4.1.3 Basis of Selection

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

PART 5 – CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

If applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.1.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

Signature

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification Annex C included

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility](#)"

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to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

5.2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

OR

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **Protected**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC);
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program (CGP) of PWGSC;
3. The Contractor/Offeror personnel requiring access to protected information, assets or work site(s) must EACH hold a valid **Reliability Status**, granted or approved by the CISD/PWGSC;
4. The Contractor must not utilize its Information Technology systems to electronically process, produce or store protected information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **Protected**;
5. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC;
6. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex;
 2. Industrial Security Manual (Latest Edition).

2. Statement of Requirement

The Contractor shall design, supply, install, test and provide security solutions in accordance with the Statement of Requirement, related material and technical requirements presented herein.

The IRB operates on three full and two half floors of the Library Square Tower office building located at 300 West Georgia Street. The three full floors - 16, 17 and 18 - being contiguous and the remainder of operations are located on the 8th and 20th floors [for the purposes of the project, the system will provide coverage on floors 16, 17, 18 and 20 allow for future expansion to the 8th floor.

2.1 Requirement

Library Square Tower office building, 300 West Georgia Street, Vancouver (BC)
Floors 16, 17, 18 and 20.

3. Standard Clauses and Conditions

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

3.1 General Conditions

[2030](#) (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3.1.1 Warranty Period

Section 22 of general conditions 2030 is amended by replacing the period of twelve (12) months by thirty-six (36) months.

3.2 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, lease and Maintenance;
4003 (2010-08-16) Licensed Software;
4004 (2013-04-25) Maintenance and Support Services for Licensed Software; and

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3.3 SACC Manual Clauses

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is for three (3) years, hence from award to _____ so as to allow project completion and required support and warranty period.

5. Authorities

5.1 Contracting Authority

Steve Dumaresq
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
L'Esplanade Laurier (LEL), 140 O'Connor Street, East Tower
Telephone: (613) 296-1704
E-mail address: steve.dumaresq@pwgsc-tpsgc.gc.ca

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

5.2 Technical Authority

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

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

5.3 Contractor's Representative

General enquiries

Name: _____
Telephone: _____
Facsimile: _____
E-mail: _____

Delivery follow-up

Name: _____
Telephone: _____
Facsimile: _____
Facsimile: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm prices as specified in the contract for a total cost of \$ ___ (*insert the amount at contract award*).

Firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with all applicable Custom duties and Excise taxes included.

Freight to destination included.

All costs related to travel and living expenses included.

Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra.

Claim for Exchange Rate Adjustments form (PWGSC-TPSGC 450) included (*deleted if not applicable*).

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

6.2 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.3 Monthly Payments

SACC Manual Clause [H1008C](#) (2008-05-12) Monthly Payments

6.4 Exchange Rate Fluctuation Adjustment (*deleted if not applicable*)

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:
Adjustment = $FCC \times Qty \times (i^1 - i^0) / i^0$
where formula variables correspond to:
FCC: Foreign Currency Component (per unit)
 i^0 : Initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])
 i^1 : exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])
Qty: quantity of units
4. The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.

5. For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.
6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form PWGSC-TPSGC 450, Claim for Exchange Rate Adjustments.
7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form PWGSC-TPSGC 450 (i.e. $[i^1 - i^0] / i^0$).
8. Canada reserves the right to audit any revision to costs and prices under this clause.

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

7.1 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.
All payments are subject to government audit.

7.2 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

8. Certifications - Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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Client Ref. No. - N° de réf. du client
86100-191076/A

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

Buyer ID - Id de l'acheteur
hn329
CCC No./N° CCC - FMS No./N° VME

ANNEX B PRICING AND BASIS OF PAYMENT

SECURITY SOLUTION FOR 300 West Georgia Street, Vancouver, BC)

Library Square Tower office building, 300 West Georgia Street, Vancouver (BC) Floors 16, 17, 18 and 20

Firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with all applicable Custom duties and Excise taxes included. Freight charges to destination included. All costs related to travel and living expenses included. Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) not included.

If Bidder is requesting the exchange rate fluctuation protection, a completed Claim for Exchange Rate Adjustments form (PWGSC-TPSGC 450) must be included with submitted bid.

Bid Lot Price Cost Breakdown

Prior to contract award, the bidder must provide a line by line breakdown of the material and labour used to calculate the Bid Prices for Equipment and Design Lot Price identified within Annex B – Pricing and Basis of Payment.

CONTRACTOR PROPOSED SOLUTION

1. DESIGN OF THE SYSTEM

Lot Price for the design

DESIGN	LOT PRICE: \$ _____
---------------	----------------------------

2. DELIVERY OF EQUIPMENT

Lot Price for all related equipment, excluding spare parts.

EQUIPMENT	LOT PRICE: \$ _____
------------------	----------------------------

3. INSTALLATION

INSTALLATION	LOT PRICE: \$ _____
---------------------	----------------------------

4. SOFTWARE INTEGRATION AND TESTING

SOFTWARE INTEGRATION	LOT PRICE: \$ _____
TESTING COST	LOT PRICE: \$ _____

5. ON-SITE TRAINING AND DOCUMENTATION

ON-SITE TRAINING COST	LOT PRICE: \$ _____
------------------------------	----------------------------

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AS-BUILT DRAWINGS AND SCHEMATICS	LOT PRICE: \$ _____
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MANUALS	LOT PRICE: \$ _____
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6. SERVICE AGREEMENT FOR SUPPORT AND MAINTENANCE

SERVICE AGREEMENT	Price – 3 years
In accordance with Annex A	\$ _____

SUPPLIER PROPOSED SOLUTION <i>for 300 West Georgia Street, Vancouver, BC</i>	TOTAL BID PRICE: \$ _____ <i>Sum of line items 1 to 6 above</i>
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ANNEX C to PART 5 - CERTIFICATIONS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX D SECURITY REQUIREMENTS CHECK LIST (SRCL)

(attached)

ANNEX E FORM PWGSC-TPSGC 450, CLAIM FOR EXCHANGE RATE ADJUSTMENTS

(attached)

ANNEX A - Statement of Work

The Immigration and Refugee Board of Canada (IRB) has a requirement to upgrade existing security systems; CCTV, egress alarm, panic alarms and remote door releases, in its Vancouver office.

Background

The IRB has been upgrading security systems (Genetec Security Center 5.7) in the Western Region to a common platform with remote monitoring in the Vancouver office. The Vancouver office security systems now require upgrading/replacement to take advantage of the capabilities of current technology add additional capacity to the monitoring and surveillance system and integrate the CCTV, security egress alarm system, panic alarm system and remote door release system into the new security system. The upgrade in Vancouver must be fully compatible and integrated with the existing remote monitoring systems using the existing federated server platform. The Vancouver site should be Genetec Security Center 5.8 software. If the remote location systems are to remain on Genetec Security Center 5.7 all Vancouver located hardware and system design must be upgradeable to Genetec Security Center 5.8. Genetec SAM, System Availability Monitor to be included.

The IRB operates on three full and two half floors of the Library Square Tower office building located at 300 West Georgia Street. The three full floors - 16, 17 and 18 - being contiguous and the remainder of operations are located on the 8th and 20th floors [for the purposes of the project, the system will provide coverage on floors 16, 17, 18 and 20 allow for future expansion to the 8th floor].

Scope of work

- The video system shall be made up of hardware and server/client software components providing security and surveillance to on-site and remote staff for use in real-time monitoring, security and safety audits, and incident investigation.
- The video system shall be designed to support future expansion of additional locations for remote monitoring and administration in addition to future expansion within the Vancouver office.
- Security system design, engineering and configuration services and related project management services
- Provision of system as-built drawings, system plans, product specifications and all related manuals, software licenses and user guides/training material
- Supply of security equipment and related components such as power supplies, wiring/network cabling, monitors, switches, panic alarms, alarm panels, etc.
- Removal and disposal of existing redundant CCTV equipment and cabling (where applicable, excluding hard drives which are to be remain with the IRB)
- Installation, configuration, programming, testing and deployment of security equipment and related components, including any security equipment purchased under Standing Offer
- Integration, or replacement, of the current security panic alarm system, which includes 19 panic alarms, with the newly installed CCTV system [inspection of existing components of the panic alarm system to identify any deficiencies and repair as required],

- Integration, or replacement of, the current security egress alarm system, which includes 3 points of entry on the 16th floor, with the newly installed security system [inspection of existing components of the security egress alarm system to identify any deficiencies and repair as required],
- Training services for operators and administrators, and
- On-going support, maintenance and service of security equipment.

Pricing includes the following distinct parts as applicable for each scope of the project:

1. the itemized cost of the equipment and supplies including manufacturer part numbers and item descriptions provided under this contract
2. the configuration/design, installation, testing and verification / commissioning charges itemized by hourly rates relating to the applicable service category: configuration services by Technical Expert licensed in the Province of BC, installation by Technical Expert, Training Services
3. explanation of warranty policies and limitations relating to the equipment and the labour for all system components,
4. local support capabilities, and
5. estimated time for design, product receipt, installation, testing and commissioning of system

The supplier will not be granted remote access to the system for any portion of the work or subsequent maintenance/repairs/diagnostics, etc. Supplier must be able to attend on-site to address and resolve issues within expected timeframes for immediate/emergency maintenance and repairs and regular maintenance.

1 INFORMATION SUBMITTALS

- .1 Submit product specifications for all equipment, software, and materials proposed.
- .2 Submit drawings indicating details of construction, dimensions, capacities, and electrical characteristics of equipment proposed.
- .3 Submit a riser diagram and/or cable schedule identifying all cabling requirements for coordination with installation by others.
- .4 As-Built Documentation
- .5 Mark up and maintain a copy of project drawings documenting all site installation details including configuration settings for all hardware and software.
- .6 Submit approved shop drawings, updated diagrams, and operations and maintenance manuals of all equipment installed.
- .7 The vendor should provide detailed network architecture/configuration documentation and diagrams.

2 GENERAL SYSTEM REQUIREMENTS

- .1 24/7 video recording of reception / waiting areas, recording to be activated by motion outside of normal business hours (7 am to 5 pm)

- .2 24/7 video recording of hearing rooms, recording to be activated by motion
- .3 Recordings to be retained for a minimum of thirty (30) days
- .4 Security system to be stand-alone and not connected to the corporate network
- .5 All Guard monitoring stations to be linked to provide the ability for the guards to view occurrences mutually in the event of an incident
- .6 Local support / maintenance of all components and software of the security system monitoring / surveillance system
- .7 The system hardware and software will be upgradeable/expandable over a minimum of five years and not requiring complete replacement
- .8 System design will allow for minimum expansion of up to 25% after installation
- .9 Utilization of current wiring / cabling infrastructure if maximum effectiveness, efficiency of the new system is not compromised and complete replacement of wiring / cabling infrastructure where deemed necessary
- .10 Use of existing fiber infrastructure to complete installation
- .11 Remote Door Lock Access control: The solution must provide security controls that support the ability to permit or deny user access to resources within the information system
- .12 Audit and accountability: The solution must provide security controls that support the ability to collect, analyze, and store audit records associated with user operations performed within the information system
- .13 Media protection: The solution must provide physical security controls that support the protection of information system media (e.g., disks and tapes) throughout their life cycle.
- .14 Firewall: Encryption of all data between Winnipeg, Calgary, Edmonton and Vancouver utilizing existing or replacement hardware to be maintained

3 PRODUCTS

3.1 Video Surveillance System (VSS) Software

- .1 Overview
 - .1 Hardware must meet or exceed Genetec Security Center System Requirements Guide 5.8 High Performance category
 - .2 The VSS shall support the seamless integration of IP based video management and IP cameras of various makes and models.
 - .3 The user interface shall present a unified security interface for the management, configuration, monitoring, and reporting of embedded VSS and associated edge devices.
 - .4 The VSS shall be based on a client/server model and shall consist of a standard Server Software Module and Client Software Applications.

- .5 The VSS shall support an unrestricted number of logs and historical transaction (events and alarms) with the maximum allowed being limited by the amount of hard disk space available.
 - .6 The VSS shall support uninterrupted video streaming and shall keep existing video connections active in the eventuality that a software server module (except Archiver) becomes unavailable.
- .2 Remote Monitoring
- .1 The VSS shall support a unified web client for video surveillance monitoring.
 - .2 The web client shall be a thin client with no download required other than an internet web browser or standard web browser plugins. Web client connection shall be encrypted (TLS 1.2 >). Web client shall provide secure user authentication. Supported browsers shall be as follows:
 - .1 Microsoft Internet Explorer
 - .2 Microsoft Edge
 - .3 Mozilla Firefox
 - .4 Safari
 - .5 Google Chrome
- .3 Future expansion
- .1 The VSS shall support the concept of Federation whereby multiple independent ACS and VMS installations can be merged into a single large virtual system for centralized monitoring, reporting, and alarm management.
 - .2 For future sites, a location will be designated (Vancouver) as the Federation “head end” and a federation server role shall be responsible for creating a large virtual system.

Software to allow for:

- digital zoom live/playback
- control PTZ manually and allow creation of presets at the Administrator workstation
- creation of “group views” of cameras created at the Administrator workstation
- ability to restrict access to recorded video to the Administrator workstation
- ability to copy recorded video onto DVD or hard-drive at the Administrator workstations
- administrator rights to:
 - create unique user accounts (minimum of 8)
 - restrict access to recordings and system settings based on user accounts
 - access collected and stored audit records associated with user access to the system
- secure logon/authentication (https/SSH) for application based and web-based clients
- Available in bilingual format or provided in both EN and FR
- All software licenses to be full version, permanent licenses (i.e. not annual licenses)

3.2 Network Video Recorder (NVR)

- .1 Processor: Intel Xeon E3-1225V3 or better
- .2 Operating System: Windows Server 2012 R2 or better
- .3 Video Software: Genetec Security Centre 5.7 or 5.8
- .4 O/S & Video HDD: Supply video storage in RAID1 to meet retention requirements of a brand and type designed for CCTV usage.
- .5 Must be rack mountable, secure locking racks to be provided for all equipment
- .6 Directory, Archiver, and Mobile Server roles shall be enabled on this NVR.
- .7 Retention Requirements:
 - .1 Size video surveillance system NVR for minimum (30) days retention based on the following parameters:
 - .1 Non-Motion Recording: 60% of the time
 - .2 Recording on Motion: 40% of the time
 - .2 Refer to specifications of frame rate and resolution indicated elsewhere in this document.

3.3 Client Workstation

Must meet or exceed Genetec Security Center System 5.8 High Performance category and meet or exceed the following:

Administrator Workstation

OS	Windows 10 Pro 64bit latest version compatible with Genetec Security Center with Microsoft Internet Explorer 11, Edge 25 or later and Chrome 46 or later
CPU	Intel Core™ i7-6700 @ 3.5 GHz or better
Hard drive	240 GB Solid State Drive for OS and Security Center applications Surveillance grade
Video card	NVIDIA® GeForce® GTX 1060 6 GB video card, 2 per workstation
Network	GbE network interface card
Memory	16 GB or more. Using the dual channel corresponding memory, it is the memory of the same performance and requires the use of pairs. (Example: In the case of 8 GB, use 2pcs of 4 GB memory)
Monitor	Two 23-inch, desk-mounted, 4K resolution (minimum)
Optical Drive	8X DVD +/- RW SATA (administrator workstation only)

All other workstations

OS	Windows 10 Pro 64bit latest version compatible with Genetec Security Center with Microsoft Internet Explorer 7, 8, 9
CPU	Intel Core™ i7-6700 @ 3.5 GHz or better
Hard drive	240 GB Solid State Drive for OS and Security Center applications Surveillance grade
Video card	NVIDIA® QUADRO K620 2 GB video card, 2 per workstation
Network	GbE network interface card
Memory	16 GB or more. Using the dual channel corresponding memory, it is the memory of the same performance and requires the use of pairs. (Example: In the case of 8 GB, use 2pcs of 4 GB memory)
Monitor	Two 23-inch, desk-mounted, 4K (minimum)

A total of 7 workstations to be provided; three for monitoring in public areas of the office, three for monitoring inside secure areas of the office and one administrator workstation inside the secure area of the office.

All locations to have two monitors must be licensed to display multiple displays (ex. single camera view and multiple camera view at the same time).

All workstations shall be equipped with a standard keyboard and mouse.

	OPTICAL DRIVE	3M BLACK PRIVACY SCREEN ATTACHEMENT (EACH MONITOR)	NO. OF MONITORS
16 TH FLOOR PUBLIC	X	✓	2
16 TH FLOOR INTERNAL	X	X	1
17TH FLOOR PUBLIC	X	✓	2
17TH FLOOR INTERNAL	X	X	1
18TH FLOOR PUBLIC	X	✓	2
18TH FLOOR INTERNAL	X	X	1
ADMINISTRATOR	✓	X	2

3.4 High Definition IP Cameras

Types of cameras to be provided (see floorplans for locations and quantities):

- Indoor ceiling and/or wall mount bullet cameras (23 in total)
- Indoor ceiling mount fisheye 360 (20 in total, 3 do not require replacement)

- .1 2-5 megapixel resolution or better
- .2 Low light technology minimum 0.0 lux
- .3 P-Iris control
- .4 Support for multiple h.264 streams
- .5 Dewarping technology for fisheye 360 cameras
- .6 Remote focus and minimum 10x optical zoom
- .7 High definition IP cameras' lenses selected based on intended field of view.
- .8 Cameras shall be surface mounted to ceiling tile unless otherwise noted.
- .9 All cameras to be PoE

3.5 Panic Alarms

- .1 The system is currently comprised of two types of Panic Alarm Buttons; wall mount and under-desk hold-up style. All current buttons are wired to a central control system currently separate from all other systems.
- .2 All panic alarm buttons to be upgraded to the following if not already in place:
 - .1 Honeywell 269R Hardwired Hold-Up Switch with stainless steel cover (Member bench)
 - .2 Honeywell 5869 5800 Series Wireless Hold-Up Switch (counsel table)
 - .3 Camden CM-7000/7100 Series Vandal Resistant Push Buttons (Recessed) red (wall mounted)
- .3 Under the new system all Panic Alarm Buttons are to be integrated into the Genetec Security Centre software
- .4 When a Panic Alarm Button is pressed it should activate the Genetec Security Centre software to pop-up a new window showing the event along with the predetermined camera view

3.6 LCD incident indicators

- .1 Units to be located on the internal walls beside doors from private to public space at an accessible viewing level
- .2 All signage to be bilingual and FIP compliant (Federal Identity Program)
- .3 The screens are to be sized appropriately according to location and requirements with a minimum 7" screen size 16:9 ratio

- .4 The screen is to be mounted flush and/or properly trimmed, with all cabling routed out of sight. Hardwired power supply is required.
- .5 The display screen may be connected to a future digital TV/signage system via a hardwire network connection to have the ability to display general messages to staff (played on a loop)
- .6 Screens to be linked to digital peephole camera and Genetec Security Centre system
- .7 Screens can enter a sleep mode but must have near instantaneous “on” function for use of the peephole camera
- .8 In the event of a security incident system to awake from sleep mode and display active bilingual messages (ex. “Security Incident on floor XX”) customizable at any time. Display must have near instantaneous “on” function for use of the peephole camera to override any messaging
- .9 Messaging to be centrally controlled at the Administrator workstation

3.7 LED incident indicators

- .1 Located in public areas (discrete wall mounted) and in hearing rooms at member benches (discrete desktop)
- .2 The LED incident indicator lights are to be mounted flush and/or properly trimmed, with all cabling routed out of sight.
- .3 In the event of a security incident the LED incident indicator lights are to display the following:
 - .1 Red - Do not enter / Shelter in Place
 - .2 Amber/Yellow – when Panic Alarm is pressed and the incident is under investigation by security through the Genetec Security Control Centre
 - .3 Green – when incident is cleared by security through the Genetec Security Control Centre
- .4 The above light colour system is to be automatically activated on all floors for #2 and #3 and manually set for #1 on one or more floors

3.8 Egress Alarm

- .1 Three (3) doors on the 16th floor are currently connected to a standalone egress alarm system
- .2 The existing system is to be removed and the doors added to the Genetec Security Control Centre system
- .3 These doors are to provide pop-up notification to the 16th floor security desk system only
- .4 Activating the alarm on these doors is not to activate the LED and LCD incident indicators

3.9 Electronic Door Release

- .1 All hearing room doors are on a remote locking system controlled by switches at all security desks

- .2 The existing remote switches are to be removed and the doors added to the Genetec Security Control Centre system
- .3 Door controls under the Genetec Security Control Centre system are to be controlled through the map view in the Genetec Security Control Centre system

3.10 Cabling

- .1 End to end distance shall be not greater than ninety (90) meters.
- .2 Cable shall be tested and certified to Category 6 or greater.
- .3 Cable shall be compliant with TIA-568-B.1 standard.
- .4 Cables shall be terminated with IDC type connecting hardware of the same category or higher.
- .5 Network cabling shall be terminated within patch panels of same manufacture at the head end.
- .6 A patch cable shall be supplied for connection from the patch panel to the network switch and from the field end of the cable IDC connector to the camera.
- .7 All cabling is to be kept separate and apart from any other network/network cabling

3.11 Network Switches

- .1 Each camera facing port shall support, at minimum, 10/100BASE-T, and shall be capable of supplying 15.4 W PoE power compliant with IEEE 802.3af-2003.
- .2 Each server or workstation facing port shall support, at a minimum, 10/100/1000BASE-T.
- .3 Support for IGMP snooping
- .4 Rack mounted in a secure locking rack
- .5 At least one Layer 3 switch shall be supplied, configured, and installed for each Local Area Network to provide VLAN and multicast routing.
- .6 Sufficient switches to be provided to support system and expansion as previously noted.

3.12 Wall-Mount Rack

- .1 EIA compliant low-profile wall or floor mount racks as required
- .2 Body and backpan of rack 18-gauge steel
- .3 Rack rail 11-gauge steel with threaded 10-32 holes in universal EIA spacing
- .4 Mounting brackets 14-gauge steel
- .5 Hinged top 16-gauge steel with plexiglass window
- .6 Hinged top and center section shall be locking and keyed to match all other security system racking hardware
- .7 Racks shall be phosphate pre-treated and finished in a durable putty powder coat
- .8 Weight capacity shall exceed listed weight of rack contents
- .9 Electrical knockouts in backpan 1/2" and 1-1/2" conduit
- .10 Racks shall be fully welded construction

- .11 Useable height shall allow for installation of all equipment required for the performance of this section of the work with an allowance for 25% growth.

3.13 Uninterruptable Power Supplies

- .1 Where electrical isolation is necessary and for equipment that is sensitive to power fluctuations, supply and install On-Line Double-Conversion Uninterruptable Power Supplies.
- .2 Any new server equipment installed as part of this section shall be backed up by On-Line Double-Conversion type UPS.
- .3 208V AC / 120V AC 60Hz output, high efficiency economy mode option
- .4 208V AC / 120V AC input with appropriately rated locking plug.
- .5 Expandable runtime with external hot-swappable battery packs
- .6 Front panel LEDs with detailed LCD monitoring and control screen, software notification on Administrator workstation
- .7 UPS shall be in a rack mount form factor sized to back-up the maximum rated power draw of rack equipment for not less than one (1) hour.

4 EXECUTION

4.1 Installer Qualifications

- .1 The Security Contractor shall employ a local staff in Vancouver, BC of manufacturer certified technicians and/or systems analysts with demonstrated experience installing Security Systems of similar scope and complexity.
- .2 Installation workforce shall possess manufacturer training certificates for all products to be installed.
- .3 The Security Contractor shall produce certificates verifying training upon request by the IRB.

4.2 General Requirements

- .1 Inspect both the substrate and conditions under which work is to be performed. Do not proceed with unsatisfactory conditions until they have been corrected in an acceptable manner.
- .2 Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in the Contract Documents.
- .3 Provide attachment and connection devices and methods necessary for securing work. Secure work true to line and level, allowing for expansion and movement.
- .4 All final tuning and configurations that are impacted by environment shall be completed after the device is installed, and surrounding environment construction is complete.
- .5 Testing, installation, configuration, and commissioning work are to be performed by competent and trained technicians holding manufacturer certifications where appropriate.
- .6 Notwithstanding the foregoing, the contractor shall furnish all materials and equipment as necessary to complete the work.

- .7 The contractor is responsible to make good any damage to walls, ceilings, furniture, flooring, etc. that may occur while undertaking the work of this contract.

4.3 Installation

- .1 Provide video surveillance system as specified herein and indicated on drawings.
- .2 Configure multiple video streams from each camera for constant recording (no motion), increased frame-rate on motion, and a reduced-bandwidth stream for remote monitoring.
Minimums:
 - .1 Constant Recording (no motion in scene)
 - .1 Frame rate: 1 fps
 - .2 Resolution: Full Resolution 2592 x 1944 and 2560 x 1960
 - .3 Quantization: 30
 - .4 Encoding: h.264
 - .2 Increased Recording and Live Monitoring (motion occurring within scene, alarm activity)
 - .1 Frame rate: 25 fps
 - .2 Resolution: Full Resolution 2592 x 1944 and 2560 x 1960
 - .3 Quantization: 30
 - .4 Encoding: h.264
 - .3 Reduced-Bandwidth (Alternate Stream)
 - .1 Frame rate: 15 fps
 - .2 Resolution: 640 x 480
 - .3 Quantization: 30
 - .4 Encoding: h.264
- .3 Adjust each camera's settings for performance in site-specific environment inclusive of the following:
 - .1 Record schedules
 - .2 Retention settings
 - .3 Resolution, Frame Rate, Codec
 - .4 Colour and white levels
 - .5 Minimum illumination settings
 - .6 Wide dynamic range settings
 - .7 Motion detection settings
- .4 Apply order, labels and naming convention as directed in consultation with the Owner.
- .5 Coordinate and consult with the Owner for all video surveillance configurations, specifically for remote viewing.

- .6 Video integration shall be provided between the Panic Alarm System and the Digital Video Recorders such that alarms within the Panic Alarm System would cause the Digital Video Management System to activate pre-sets and displays as well as recording functions automatically.
- .7 A phased approach to installation is acceptable, however all system functionalities must remain operable during business hours.
- .8 All work is to be carried out outside of regular business hours; more specifically Monday to Thursday from 6:00 pm to 7:00 am, Friday 6:00 pm until Monday 7:00 am.

4.4 Startup and Commissioning

- .1 The contractor shall develop an Acceptance Test Plan for approval to be executed prior to formal system commissioning.
- .2 Acceptance Test Plan (ATP) shall, at minimum, include the following functional tests.
 - .1 Check installation of all cameras, monitors, and control units including proper identification.
 - .2 Confirm operation of all relevant camera software functions.
 - .3 Check clarity of pictures on all monitors at minimum and normal light levels.
 - .4 Check motion detection and recording upon alarm or event functions.
 - .5 Check all interconnections with other systems.
 - .6 Confirm video archiving, including pre- and post-roll video data.
 - .7 Confirm operation of all panic alarms
 - .8 Confirm operation of all remote door releases
 - .9 Confirm operation of all perimeter egress alarms
 - .10 Confirm operation of all LCD panels
 - .11 Confirm operation of all LED indicators
- .3 Record ATP results on approved test report forms and submit for review.

4.5 Demonstration and Training

- .1 Provide sufficient "hands-on" training to allow Owner to fully utilize all new components installed as part of the work. At a minimum this will consist of two training sessions; one for users and one for Administrators
- .2 Training shall be conducted on-site in the IRB facilities on a date and time to be arranged by the IRB.

4.6 Performance and Location of Work

The work to be performed at 300 West Georgia St, Vancouver, BC at the IRB office. All work to be performed after hours as previously noted, with the exception of user testing and training. A security escort will be arranged for all work performed after hours - arrangements to be made by the IRB.

Please note that commissionaire escorts will be booked based on shift times provided by the contractor. Any costs incurred by the IRB for cancelled shifts (with less than 48 hours' notice) or shifts that end early will be billed back to the contractor.

4.7 Location of Work

300 West Georgia St
Vancouver BC V6B 6C9

4.8 Language of Work

English.

4.9 Security Requirements

The Company/Companies working under this contract must hold a valid Designated Organization Screening (DOS) level issued by the Canadian Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC).

The Contractor's resources working on this contract must hold a valid Reliability Status granted by the Canadian Industrial Security Directorate (CISD) of Public Work and Government Services Canada (PWGSC).

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4.10 Billing

Contractor will invoice IRB on a monthly basis for the work performed. Monthly invoices should include a brief description of tasks/projects assigned along with associated hours and corresponding timesheets.

4.11 IRB Responsibilities

The IRB Project Coordinator will provide to the contractor legible floor plans.

- IRB staff will be responsible for responding to any questions regarding layout and operation of the new system.

4.12 Contractor Responsibilities

- .1 Keep safe and return, in good condition, all material provided by IRB to the contractor.
- .2 The contractor shall be responsible for visiting the areas prior to project commencement.
- .3 The contractor is responsible for making arrangements for building access, use of the freight elevators, loading docks/zones, insurance coverage, etc. with the building property

managers. The contractor shall arrange for all tools, dollies and handling equipment required.

- .4 The contractor is responsible for the protection of existing structure and finishes of walls, doors, floors, elevators, etc. to prevent damage. Any damage incurred will be the responsibility of the contractor to repair or correct.
- .5 The contractor will provide all necessary coordination between subcontractors to complete all proposed services on the agreed upon dates.

5 SUPPORT

5.1 Maintenance

3-year maintenance agreement including on-site annual preventative maintenance review of entire system including software support, patches and upgrades. Maintenance agreement to be renewable on an annual basis after initial 3-year period. Renewal pricing to be provided 90 days prior to expiration of initial maintenance agreement.

5.2 Warranty

- Minimum 3 years parts and labour
- Minimum technical support hours from 6 am to 6 pm PST.

All maintenance and warranty requests to be actioned within 24 hours of submission (excluding weekends and Statutory Holidays). If the request includes a major failure to the NVR or more than two cameras, the on-site service must occur within 4 hours.

If cameras or the NVR cannot be fixed on-site same day they should be hot swapped with a temporary replacement camera or NVR until the repair or replacement of the original camera or NVR can occur. The temporary camera must operate in the same manner of the original camera (ex. fisheye, PTZ, etc.) but does not need to be of the same make, model, brand or quality. The temporary NVR must allow for the same recording quality and duration as the original NVR but does not need to be of the same make, model, brand or quality.

Client can request telephone and/or on-line support at no charge during the period of the warranty

Floorplans

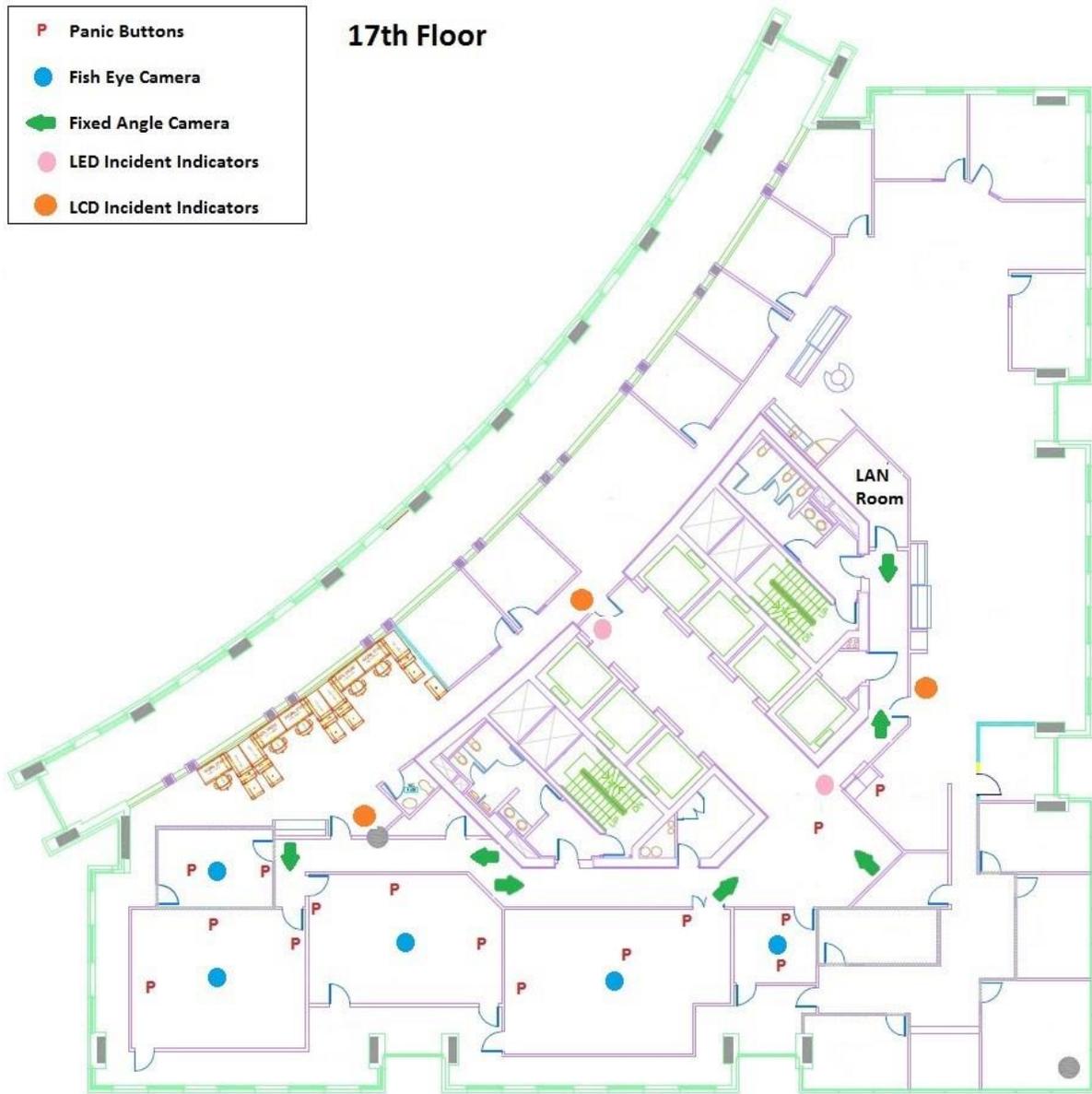
- P** Panic Buttons
- Fish Eye Camera
- ➔** Fixed Angle Camera
- LED Incident Indicators
- LCD Incident Indicators
- R1** Rack Location - 1st choice
- R2** Rack Location - 2nd choice

16th Floor



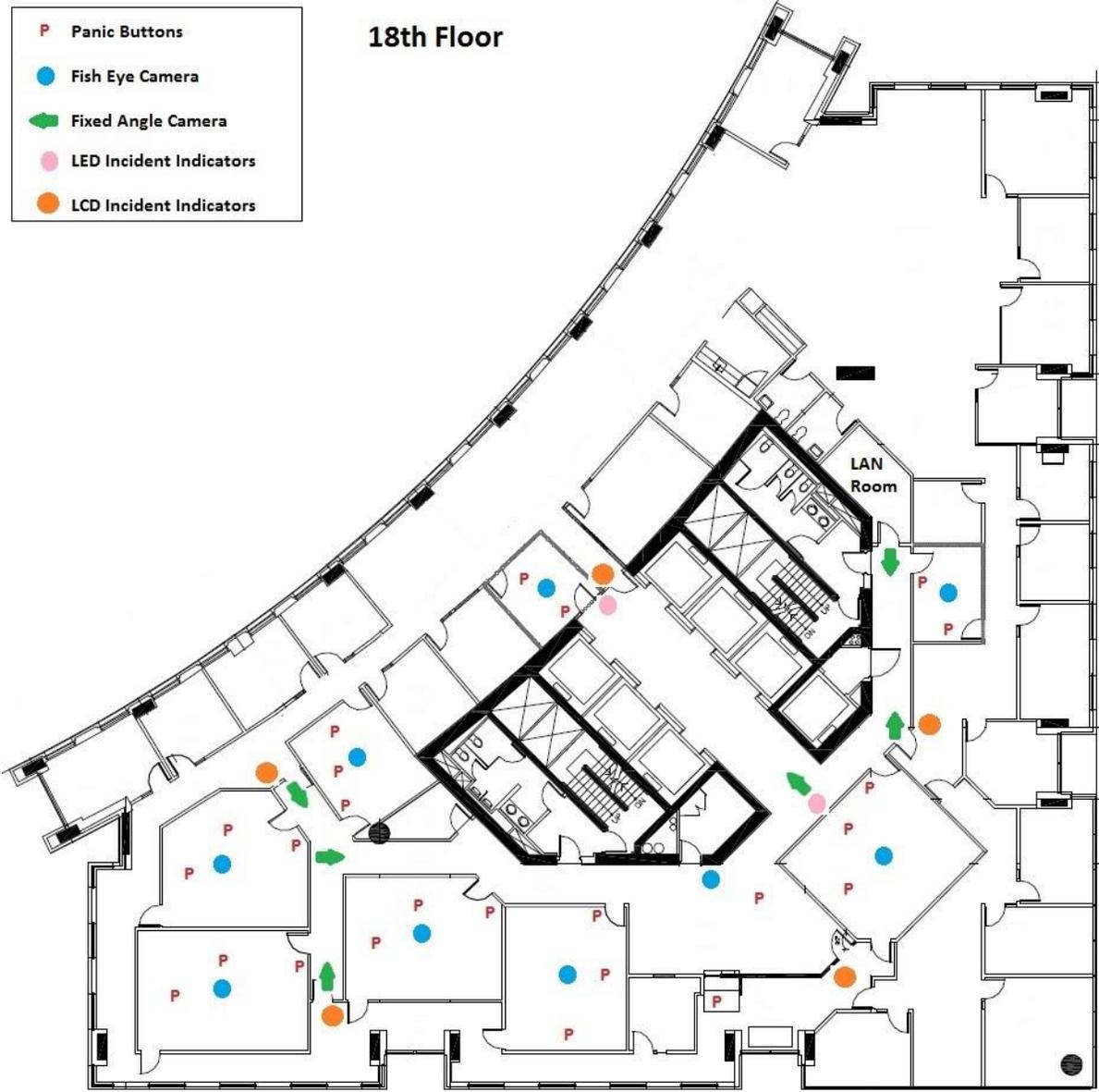
- P Panic Buttons
- Fish Eye Camera
- ➔ Fixed Angle Camera
- LED Incident Indicators
- LCD Incident Indicators

17th Floor



- P Panic Buttons
- Fish Eye Camera
- ➔ Fixed Angle Camera
- LED Incident Indicators
- LCD Incident Indicators

18th Floor



- P Panic Buttons
- Fish Eye Camera
- ➔ Fixed Angle Camera
- LED Incident Indicators
- LCD Incident Indicators

20th Floor



2 20th FLOOR - FURNITURE PLAN
A132 SCALE: 1:75



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

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



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No
Non Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No
Non Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Gilbert Grandmaison	Title - Titre Manager Accounting	Signature
--	-------------------------------------	---------------

Telephone No. - N° de téléphone 613-162-6745	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel gilbert.grandmaison@IRB	Date 2019-10-30
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) JULIE LEBLANC	Title - Titre DCSU	Signature
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Telephone No. - N° de téléphone 613-992-1072	Facsimile No. - N° de télécopieur 613-943-2045	E-mail address - Adresse courriel jef.leblanc@IRB	Date 2019-10-30
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques 0
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

Jacques Saumur
Contract Security Officer
Contracts Security Division | Division des contrats sécurité /
Contract Security Program | Programme de sécurité des contrats /
Public Services and Procurement Canada | Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Instructions

Where:

i_0 = initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])

i_1 = exchange rate for adjustment purposes (CAN\$ per unit of foreign currency [e.g. US\$1])

Instructions to bidders:

1. Bidders must complete columns (1) to (4) at time of bidding, for each line item where they want to invoke the exchange rate fluctuation provisions.
2. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

Instructions for Payment:

1. This form must be submitted with the invoice for payment with respect to all items with an FCC. Complete columns (1) through (7). Columns (8) and (9) will auto complete.
2. Suppliers should submit a separate calculation sheet for each invoice submitted showing the exchange rate adjustment for all line items with an FCC.
3. This form must be provided with all invoices where the exchange rate fluctuates more than 2% (increase or decrease), (i.e. $\text{abs}[(i_1 - i_0) / i_0] > .02$), unless otherwise stated in the contract.

Étant entendu que :

i_0 = Facteur de conversion du taux de change initial (\$ CA par unité de devise étrangère [p. ex. 1 \$ US])

i_1 = Taux de change aux fins du rajustement (\$ CA par unité de devise étrangère [p. ex. 1 \$ US])

Instructions aux soumissionnaires :

1. Les soumissionnaires doivent remplir les colonnes (1) à (4) au moment de présenter leur soumission, pour chacun des produits pour lesquels ils veulent se prévaloir des dispositions relatives à la fluctuation du taux de change.
2. Lorsque les soumissions sont évaluées en dollars canadiens, les montants en dollars indiqués dans la colonne (3) doivent également être en dollars canadiens, de sorte que le montant du rajustement soit indiqué dans la même devise que pour le paiement.

Instructions relatives au paiement :

1. Le présent formulaire doit accompagner la facture en vue du paiement pour chaque article comportant un montant en monnaie étrangère. Il faut remplir les colonnes (1) à (7). Les colonnes (8) et (9) seront remplies automatiquement.
2. Les fournisseurs doivent présenter une feuille de calcul séparée pour chaque facture et indiquer le rajustement du taux de change pour chaque article comportant un montant en monnaie étrangère.
3. Le présent formulaire doit accompagner toutes les factures pour lesquelles la fluctuation du taux de change est supérieure à 2% (augmentation ou diminution), (c. -à-d. $\text{abs}[(i_1 - i_0) / i_0] > .02$), à moins d'indication contraire dans le contrat.